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[Clearly indicate the review by the System Owner or Project Steering Committee chair]
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1 About ERADIS

The ERADIS is a public database of safety and interoperability documents developed and managed by the Agency. The application is available from both the Agency’s public website (www.era.europa.eu) or directly at the new WEB address: https://eradis.era.europa.eu. The ERADIS database ensures that the information relevant to the safety and interoperability of the railways in the Member States is accessible and transparent for all interested parties and stakeholders in the railway; therefore the consultation of the ERADIS is open to all public users.
2 Log in to ERADIS

The ERADIS users can be grouped into 3 role categories, each one is divided into several sub-categories:

- **ERA Internal**
  
  An internal actor (ERA) is a user within the Agency. The types of internal actors are as follows:
  
  - ERADIS Administrator who manages the reference data of ERADIS
  - Safety Administrator who handles actively the Safety documents
  - Interoperability Administrator who handles actively the Interoperability documents.

  All types of internal actors need a secured access to the application by providing a login name and a password.

- **ERA External**: An external actor (ERA-EXT) is a user who receives a secured access to ERADIS application by providing a login name and a password and is requested to provide Interoperability or Safety information; an external actor can belong to one of the following categories:
  
  - National Safety Authority (NSA)
  - Licencing Authority
  - Annual Reports
  - National Investigation Body (NAIB)
  - Entity in Charge of Maintenance (ECM)
  - Assessment
  - Manufacturer
  - Railway Undertaking Service Quality reports
  - National Enforcement Body

- **Anonymous**

  Anonymous is a user who can access the ERADIS application without providing a login name and a password: this actor can browse and consult any published (validated) Safety and Interoperability documents.

Each category, depending on the given privileges, has different access to the various application modules in which the user can handle the information, as summarised in the following table:
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<td>Maintenance functions certificates</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>MS Decision</td>
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<td>X</td>
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<tr>
<td>Assessment Bodies</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Safety Indicators</td>
<td></td>
<td>X</td>
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<tr>
<td>Investigation Reports</td>
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<tr>
<td>NSA &amp; NIB Reports</td>
<td></td>
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<td>EC Verification Subsystems</td>
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<tr>
<td>EC Conformity Constituents</td>
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<td>X</td>
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<tr>
<td>EC Suitability</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Module</td>
<td>Anonymous / ERA-EXT NEB</td>
<td>ERA ERADIS Admin.</td>
<td>ERA Safety Admin.</td>
<td>ERA-EXT NAIB</td>
<td>ERA-EXT NSA</td>
<td>ERA-EXT Licencing Authority</td>
<td>ERA-EXT Annual Reports</td>
<td>ERA-EXT Assessment</td>
<td>ERA-EXT Manufacturer</td>
<td>ERA-EXT ECM</td>
<td>ERA-EXT RU SQP reports</td>
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<td>Constituents</td>
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<td>Authorisation</td>
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<tr>
<td>Railway Undertaking</td>
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<td>X</td>
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<td>X</td>
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<tr>
<td>Service Quality reports</td>
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<tr>
<td>Data Quality Check</td>
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<tr>
<td>Data Mining Reports</td>
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<td></td>
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<tr>
<td>Statistics</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

version 0.17 – 2017-10-30
The ERADIS application is developed in a WYSIWYCP way (What You See Is What You Can Perform), that is, the current user will be able to perform only those actions that are allowed by the category he belongs to.

In order to access the ERADIS as ERA or ERA-EXT user, it is necessary to be logged in. Login page is accessible from the menu on the main page by clicking on the menu item or click on the icon as illustrated below:

![Login Screen](image-url)

The Login screen will be displayed:
Log in to ERADIS

Select an item in “Log in as” list (ERA internal or ERA external), provide user name/password of a user and click on the "Log In" button.

If the user is logged in successfully, the welcome screen will be displayed:

According to the role(s) of the connected user, the privileges are granted to the user in order to give access to information or functionalities reserved for advanced ERADIS users identified either as an internal user (ERA staff - ERA) or as an external user (not ERA staff - ERA-EXT).

If an error occurs (from username or password, etc.), an error message will be displayed:
3 Safety Certificates A & B

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for certificates, Submit new certificates, Renew/amend/modify/revoke existing certificates, Validate/invalidate/delete certificates, Perform data quality check</td>
</tr>
<tr>
<td>ERA Administrator</td>
<td></td>
<td>Search for certificates, Activate/deactivate certificates</td>
</tr>
<tr>
<td>ERA-EXT NSA Safety</td>
<td>Safety Certificates</td>
<td>Search for certificates, Submit new certificates, Renew/amend/update/revoke existing certificates</td>
</tr>
<tr>
<td>Anonymous, Non-Authors</td>
<td></td>
<td>Search for certificates</td>
</tr>
</tbody>
</table>

Each submitted/renewed/amended/revoked certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated certificates.

3.1 Authorised users

3.1.1 Safety Certificates main page

The following screenshot displays the Safety Certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA-Safety Certificate role is granted. Among these users, only those who belong to the same organisation as the certificate issuer have the authority to modify/amend/renew/revoke.

![Figure 1](image-url)
3.1.2 Searching for a certificate

3.1.2.1 Quick search

The quick search allows you to quickly find a certificate A and/or certificate B issued by a certain country and/or in a certain validation status and/or certain validity.

On the main page (Figure 1), select an issuing country and/or a certificate and/or a validation status and/or validity\(^1\) from the lists.

![Quick search interface](image)

And press the **Search** button: a list will be displayed like in Figure 2.

![Search results](image)

The search results are grouped in pages:

---

\(^1\) Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active.
3.1.2.2 Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the main page (Figure 1), click on the Advanced search button: a page will be displayed.

![Advanced search interface](Figure 3)
Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 2. By default, only valid\(^2\) certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or not validated.

The Actor can see not validated certificates provided that he/she belongs to the issuing organisation referenced in the document or that he/she has the delegation right in the name of the creator of the certificate or that he/she has the role ERA Safety User.

3.1.3 Submitting a new certificate Part A

This feature allows the submission of new safety certificate A.

Since the Safety Certificates are issued on national language usually, the ERADIS will allow user to choose on what language he/she would like to provide certificate data.

On the main page (Figure 1), click on the Submit a new Certificate part A link: the following page will be displayed (Figure 4).

For ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. If the Safety Administrator selects either 1.2 (Renewed Certificate) or 1.3 (Update/Amend Certificate) then a Select previous Certificate EU id number button will be displayed next to 1.4 (EU identification number of the previous certificate). To select the EU id number of the previous certificate click on the button. A table with the available certificates will appear. Select the desired certificate by clicking on the respective “Select” link. The details of the selected certificate will be loaded in the form.

To select an ECM certificate click on the Select ECM Certificate button. A table with ECM certificates and ECM MoU certificates will appear. Select the country and click on the select button under field “history”. If the ECM certificate has expired or revoked, confirm the action. The ECM number will then appear in field 1.7 ECM certificate number.

Fill in all the required fields and press the Send to ERA button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - 1.5 EU Identification Number is required
  - 4.3 Service to begin date in wrong format
  - 6.4 Organisation Phone number is required

- If no error occurs, a confirmation message will be displayed:

\[\text{The safety certificate has been created successfully.} \]

\[\text{view created certificate} \]

---

\(^2\) Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active
## Safety Certificates A & B

**Submit a new Certificate part A**

**Note:**
- For the fields marked by an asterisk, information is mandatory.
- For the fields marked by two asterisks, information in at least one field is required.

### SAFETY CERTIFICATE - PART A


#### Certificate language
- English

#### THIS IS A
- 1.1 New Certificate
- 1.2 Renewed Certificate
- 1.3 Update/Amend Certificate
- 1.4 EU Identification number of the previous certificate
- 1.7 ECP certificate number

**Select ECP Certificate**

#### RAILWAY UNDERTAKING

Please select existing Railway Undertaking.

- 2.1 Legal Denomination
- 2.2 Railway undertaking*
- 2.3 National Registration No**
- 2.4 Website

#### VALIDITY

- 3.1 From
- 3.2 To

#### TYPE AND EXTENT OF SERVICE

4.1 Railway Undertaking Size** Micro enterprise

- 4.2 Including high-speed services
- 4.3 Excluding high-speed services
- 4.4 Transportation Volume

- 4.5 Including dangerous goods services
- 4.6 Excluding dangerous goods services

4.7 Transportation Volume

#### OTHER

- 5.1 Applicable national legislation

- 5.2 Additional information

#### ISSUING ORGANIZATION

Please select issuing organization: Other...

- 6.1 Organization*
- 6.2 Address*
- 6.3 Email*
- 6.4 Phone**
- 6.5 Fax**

Date issued**

- Internal reference Number**

#### ATTACHED FILES

No attached files

---

**Figure 4**
You can click on the [View created certificate](#) link to view the newly created certificate: the following page will be displayed.

![Safety Certificate details](#)

**SAFETY CERTIFICATE - PART A**

**1. CERTIFIED RAILWAY UNDERTAKING**

<table>
<thead>
<tr>
<th>Legal denomination:</th>
<th>ATIR-RAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Railway undertaking name:</td>
<td>ATIR-RAIL</td>
</tr>
<tr>
<td>Acronym:</td>
<td>ATIR-RAIL</td>
</tr>
<tr>
<td>National registration number:</td>
<td>FR.123985</td>
</tr>
<tr>
<td>VAT rec:</td>
<td></td>
</tr>
</tbody>
</table>

**2. CERTIFICATE ISSUING ORGANIZATION**

<table>
<thead>
<tr>
<th>Organization:</th>
<th>EPST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country:</td>
<td>France</td>
</tr>
</tbody>
</table>

**3. CERTIFICATE INFORMATION**

<table>
<thead>
<tr>
<th>This is a</th>
<th>new certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM entity in charge of maintenance certificate:</td>
<td>yes</td>
</tr>
<tr>
<td>ECM Certificate Number:</td>
<td>FR.123985/0002</td>
</tr>
<tr>
<td>Identification Number of the previous certificate:</td>
<td></td>
</tr>
</tbody>
</table>

**Validity:**

- From: 02/01/2012
- To: 02/04/2017

**Type(s) of services:**
- Passenger transport - Including high-speed services
- Freight transport - Including dangerous goods services

**Transportation Volume:**
- Less than 100 million passenger-km per year
- Less than 50 million tonne-km per year

**Railway Undertaking Name:**
- Mols line

**Scope of ECM activities:**
- Covers other wagon specialists in transport of dangerous goods

**4. APPLICABLE NATIONAL LEGISLATION**

**REQWB**

**5. ADDITIONAL INFORMATION**

**Date issued:**
- 13/03/2012
- Internal reference Number: WD

**Attachments**

- ![A-PR-20125252-2.iso](#)
- ![Vol5856b_resource.qxp](#)

![Modify this certificate](#)  [Go to Validation task](#)  [Issue Part B](#)  [Delete Certificate](#)

**Figure 5**

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

**3.1.4 Submitting a new certificate Part A starting from the ECM certificate**

The user can submit a safety certificate part A starting from the ECM certificate. This covers the cases where the certification body which has issued the ECM certificate is the same NSA which issues the safety certificate part A. To initiate the process, click on the **Issue Safety Certificate Part A** button, while viewing the details of an ECM Certificate (Figure 54). Then the page for the submission of a Certificate Part A is displayed, where the field “1.7 ECM certificate number” is pre-filled with the “Internal Reference Number” of the ECM Certificate (Figure 6). To fill in the form, follow the steps that are described in §3.1.3.
3.1.5 Submitting a new certificate Part B

This feature allows the user to create and send to the Agency a Certificate part B based on information related to a Certificate part A, by using the online web form.

The main principle is that any National Safety Authority could issue a Certificate part B for any Railway Undertaking regardless its location. The Certificate part B, describing additional regional requirements can be issue for the same country or another one, where individual Railway Undertaking is applying for operation. Following the EU legislation the Certificate part B can only be issued if the Railway Undertaking is in possession of the active Certificate part A. In addition, “type” and “extent” of services of the Certificate Part B carried out by the same
railway undertaking in one or more states must be covered by the “type” and “extent” of services of the Certificate Part A.

A Certificate part B can be issued by a certificate A if the following condition is met:

- The Certificate part A is active
- The Certificate part A has the status submitted (not validated yet by ERA). This option is only applicable for safety certificates part B issued by the same organisation as the relevant safety certificate part A.

The Certificate part A can be expired or revoked. In this case, a warning message informs the actor of the status of the certificate:

Since the Safety Certificates are issued on national language usually, the ERADIS will allow user to choose on what language he/she would like to provide certificate data.

To issue a certificate B, on the main page (Figure 1) click on the link: the following page will be displayed

There are two options to find the Safety Certificate A for issuing a certificate B.

First option is to enter the “EU identification Number” or the “Internal reference Number” of a certificate A you want to be issued by a certificate Band press the button: a page similar to the one in Figure 7 will be displayed.

Second option is to browse candidate certificates A for issuing a certificate B. Press the button: the following page will be displayed
Select the submit link in the list: the submission form for issuing a certificate B is displayed in which the information related to the railway Undertaking of the selected certificate A has been automatically filled in:

Figure 7
Fill any relevant fields and press the **Send to ERA** button:

- If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s). The following figure displays the case where the type of services declared for part B is not covered by the corresponding part A.

- Type of services declared for Part B certificate is not covered by the corresponding Part A certificate. Please correct the declared information.

- If no errors occur, a confirmation message will appear

  ![The safety certificate has been created successfully. View created certificate](image)

You can click on the **View created certificate** link to view the newly created certificate: the following page will be displayed

Safety Certificate details

**SAFETY CERTIFICATE - PART B**

<table>
<thead>
<tr>
<th>Certificate - Part A</th>
<th>FR1220120001</th>
<th>FR1220120001</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU IDENTIFICATION NUMBER</td>
<td>FR1220120001</td>
<td>FR1220120001</td>
</tr>
</tbody>
</table>

1. CERTIFIED RAILWAY UNDERTAKING

   Legal denomination: SNCF
   Railway undertaking name: Société Nationale des Chemins de fer Français
   Address: SNCF
   National registration number: 552 449 446
   UAI file: FR 35 552 043 447

2. CERTIFICATE ISSUING ORGANIZATION

   Organization: EPSP
   Country: France

3. CERTIFICATE INFORMATION

   This is a ... (previous certificate)
   Type(s) of services: Passenger transport, including high-speed services, Freight transport, including dangerous goods services

4. SAFETY CERTIFICATE - PART A (acceptance of the Safety Management System)

   EU Identification Number: FR1120120001

5. LINES OPERATED

6. SPECIFIC CONDITIONS AND OBLIGATIONS

7. APPLICABLE NATIONAL LEGISLATION

   Brief

   Date issued: 12/05/2013
   Internal reference number: [x20]

   Attachments
   No attached files

   ![Modify this certificate](image) ![Go to validation task](image) ![Delete certificate](image) ![Access](image)

**Figure 8**

Another way to perform this task is to search for the certificate A view: open its details (Figure 5) and press the **Issue Part B** button.
At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

3.1.6 Save as template
You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also, incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

3.1.7 Open template
To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed:

<table>
<thead>
<tr>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>fr-template</td>
</tr>
</tbody>
</table>

Where you can choose the template to load by clicking on the ✐ icon.

To rename a template, click on the ✍ icon.

To delete a template, click on the ✗ icon.

3.1.8 Add attachments
You can add electronic attachments to the certificate by pressing the **Attachments** button: the following window will be displayed.
To add a file, press the **Browse...** button, choose the file to attach and click on the **Upload** button: the added file will be listed as shown in the following figure.

If by mistake the wrong file has been uploaded, you can remove it by clicking on the **×** icon next to the file name.
Safety Certificates A & B

Repeat the steps above to add any number of attachments: when finished, press the button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

<table>
<thead>
<tr>
<th>ATTACHED FILES</th>
</tr>
</thead>
<tbody>
<tr>
<td>restrictions.pdf</td>
</tr>
</tbody>
</table>

3.1.9 **Print a certificate**

You can print at any time the information on the screen, by clicking on the Print link at the top of the page.

3.1.10 **Save a certificate to an Excel file**

You can export at any time the information on the screen into an Excel file, by clicking on the Save to file link at the top of the page.

You may choose this function in order to send the certificate to ERA by email or to keep it for local storage.

3.1.11 **Export to PDF**

You can export the Certificate from view page (Figure 5 or Figure 8), by clicking on the Export to PDF link at the top of the page.

3.1.12 **View RU Licences**

You can view the RU Licences from view page (Figure 5 or Figure 8), by clicking on the View RU Licences link at the top of the page.

3.1.13 **View ECM Certificates**

You can view the ECM Certificates from view page (Figure 5 or Figure 8), by clicking on the View ECM Certificates link at the top of the page.

3.1.14 **Activate / Deactivate a certificate (ERA Administrator only)**

When viewing the details of a certificate (either part A (Figure 17) or part B (Figure 18)), the ERA Administrator has the option to deactivate the certificate (in case the certificate is active) or activate it (in case the certificate is inactive) by clicking on the Deactivate Certificate button or Activate Certificate button respectively, available at the bottom of the page.

3.1.15 **Validating a certificate (ERA Safety Administrator only)**

This feature allows the ERA internal users with the Safety Administrator role to validate provided certificates and make these publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that a certificate will contain new information which was not stored previously within the ERADIS reference data database.
To validate a temporary certificate, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.

You can click on the **View registered certificate** link to view the validated certificate: the following page will be displayed for certificates Part A.

---

**Safeguard for safety management systems**

Within the European Union as conforming with Directive 2004/49/EC and applicable national legislation.

---

**Certificate - Part A**

**EU Identification Number**: FR123456789

1. **Certified Railway Undertaking**
   - **Legal denomination**: XYZ
   - **Base registration number**: 123456789
   - **National registration number**: 123456789
   - **Contact name**: John Doe

2. **Certificate Issuing Organisation**
   - **Organisation**: XYZ
   - **Country**: France

3. **Certificate Information**
   - **Issue certificate**: Yes
   - **Previous certificate**: No
   - **Amendment certificate**: Yes
   - **EU Identification Number**: FR123456789
   - **Validity from**: 01/01/2012
   - **Validity to**: 31/12/2013

   **Type(s) of service(s)**: Passenger transport - including high-speed services
   - **Transport Volume**: Less than 200 million passenger-km per year
   - **Less than 500 million tonne-km per year
   - **Railway Undertaking Size**: Large enterprise
   - **Scope of CMCA Activity**: Cover tank wagons for dangerous goods

4. **Applicable National Legislation**
   - **DEU**

5. **Additional Information**
   - **Status**
   - **Issue date**: 15/03/2012
   - **Reference number**: 123456789

---

**Attachments**

---

**Figure 9**

For certificates Part B the following picture will be displayed.
At the successful validation of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates and to the submitter of the certificate. The new status of a certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

In addition, if the validated Certificate A was “amended” or “renewed” or “revoked” and has active and validated international parts B (i.e. parts B issued by an NSA from different country than the NSA that issued the corresponding part A), then the system sends an email notification to the users of the organisation that issued the parts B, informing them that the part A for which their organisation have issued part B, has been modified. Furthermore, in case of “revoked” part A, the active and validated international part B is automatically deactivated by the system.
3.1.16 Send Email to User

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the **Send email to user** button.

![Figure 11](image)

A page similar to the one in Figure 11 will be displayed. Fill any relevant notes for the user in the text area field and press the **Send Email** button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

3.1.17 Modifying a certificate

To modify a certificate, search for the non-validated certificate and display its properties: a page similar to the one in Figure 5 (if certificate A) or Figure 8 (if certificate B) will be displayed. Press the **Modify this certificate** button; a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed. Update any relevant field and press the **Save changes** button: a confirmation message will be displayed.

At the successful save of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.
3.1.18 Amending a certificate

This feature allows users to amend already issued certificates which have been validated by ERA. All users who belong to the same organisation and country as a certificate issuer, as well as ERA users, will be able to amend an existing safety certificate.

For a Railway Undertaking that a certificate has been amended, a new entry will be created within the ERADIS system.

To amend a certificate, on the main page (Figure 1) click on the link: the following page will be displayed:

Amend an existing certificate

This page allows you to easily find a Safety Certificate you would like to amend. You may find Safety Certificate by specifying search criteria or by browsing all of the PDB certificates which you consider.

<table>
<thead>
<tr>
<th>EU Identification Number</th>
<th>Internal reference Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are two options to find the Safety Certificate for amending:

First option is to enter the “EU identification Number” or the “Internal reference Number” of the certificate you want to amend and press the button: a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed.

Second option is to browse available certificates for amendment. Press the button: the following page will be displayed:

Safety Certificates which can be amended

<table>
<thead>
<tr>
<th>Country</th>
<th>EU Name</th>
<th>EU In Number</th>
<th>Date issued</th>
<th>Type of Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>COLAS RAIL</td>
<td>FR10101201016</td>
<td>30/06/2012</td>
<td>Type A</td>
</tr>
<tr>
<td>EuroCargiPol</td>
<td>FR12100120088</td>
<td>30/03/2012</td>
<td>Type B</td>
<td></td>
</tr>
<tr>
<td>Société Nationale des Chemins de fer Français</td>
<td>FR121011010140</td>
<td>24/08/2011</td>
<td>Type B</td>
<td></td>
</tr>
<tr>
<td>UFFI</td>
<td>FR1120120001</td>
<td>04/12/2009</td>
<td>Type A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FR1210120001</td>
<td>12/06/2012</td>
<td>Type B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FR1210100013</td>
<td>10/02/2012</td>
<td>Type A</td>
<td></td>
</tr>
</tbody>
</table>

Select link in the list and a page similar to the one in Figure 4 (if certificate A) or Figure 7 (if certificate B) will be displayed.

Update any relevant fields and press the button: a confirmation message will appear:

The safety certificate has been amended successfully.

To add the ECM data please select the ECM certificate as described in §3.1.3.
As in the case of submitting a new certificate (either part A or part B) for the ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. To add another EU identification number of the previous certificate follow the process described in §3.1.3. If the Safety Administrator selects the “1.1 (New Certificate)” option then, the submit certificate page is loaded and any changes will be discarded.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the button.

3.1.19 Renewing a certificate
This feature allows user to renew already issued certificate which has been validated by ERA.

All users who belong to the same organisation and country as a certificate issuer, as well as the ERA users, will be able to renew an existing safety certificate.

For a Railway Undertaking that a certificate has been renewed, a new entry will be created within the ERADIS system.

To renew a certificate, on the main page (Figure 1) click on the link, browse or search for the certificate to renew (in the same way as described in §3.1.18), update any relevant field and press the button: a confirmation message will appear.

To add the ECM data please select the ECM certificate as described in §3.1.3.

As in the case of submitting a new certificate (either part A or part B) for the ERA Safety Administrator the fields 1.1 (New Certificate), 1.2 (Renewed Certificate), 1.3 (Update/Amend Certificate) and 1.4 (EU identification number of the previous certificate) will be editable. To add another EU identification number of the previous certificate follow the process described in §3.1.3. If the Safety Administrator selects the “1.1 (New Certificate)” option then, the submit certificate page is loaded and any changes will be discarded.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate, view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the button.

3.1.20 Revoking a certificate
This feature allows user to change status of already issued certificate which has been validated by ERA. All users who belong to the same organisation and country as a certificate issuer, as well as the ERA users, will be able to revoke an existing safety certificate.
For a Railway Undertaking that a certificate has been revoked, a new entry will be created within the ERADIS system.

To revoke a certificate, on the main page (Figure 1) click on the Revoke an existing certificate link, browse or search for the certificate to revoke (in the same way as described in §3.1.18), update any relevant field and press the Send to ERA button: a confirmation message will appear.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

Another way to perform this task is to search for the certificate, view its details (Figure 9 if certificate A or Figure 10 if certificate B) and press the Revoke Certificate button.

3.1.21 Invalidating a certificate (ERA Safety Administrator only)
To invalidate a certificate, search for the validated certificate, view its details (Figure 5 if certificate A or Figure 8 if certificate B) and press the Invalidate Certificate button.

At the successful invalidation of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

3.1.22 Deleting a certificate (ERA Safety Administrator only)
To delete a certificate, search for the non-validated certificate, and view its details (Figure 5 if certificate A or Figure 8 if certificate B) and press the Delete Certificate button: a confirmation message will appear.

If confirmation, the below message will appear on the top of the page:

The safety certificate has been deleted successfully.

At the successful deletion of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

3.1.23 Perform data quality check (ERA Safety Administrator only)
To perform data quality check, on the main page (Figure 1) click on the Data quality check button below the Safety documents menu. Then, the respective page is displayed.
Retain the option “Each Railway Undertaking granted with Part A Safety Certificate has at least a valid domestic Part B Safety Certificate” selected as type of quality check, and select a country and/or date of submission.

Finally, press the **Check Data** button: a list will be displayed containing the Railway Undertakings not fulfilling the selected criteria.

**Figure 12**

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1) at the bottom of the list
- To **move to the next/previous page**, click on the **Next>** / **Previous</** link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the **Items per page** list at top of the list
- To **print the list**, click on the **Print** link at the top of the list
- To **export the list** into an Excel file, click on the **Export to Excel** link at the top of the list
- To **view a document (Part A Certificate)**, click on the “Certificate” link under the Document header of the desired Railway Undertaking

**3.1.24 Downloading an electronic form**

Users may use this feature for the Safety Certificates Part A only.
In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 1) click on the **Download electronic form** link, choose the questionnaire language and press the button: you will be prompted to save the file.

### 3.1.25 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §3.1.24), open it in Excel.

Depending on the Excel version:

- The following dialog appears

  ![Security Warning](https://example.com/screenshot.png)

  Click on “Enable Macros”

- The following warning appears on the top of the Excel sheet

  ![Security Warning](https://example.com/screenshot.png)

  Click on the “Enable Content” button

MS Excel will open document, ready to edit.
Fill in all the required fields and then press the **Save** button: you will be prompted to provide the file name.

Before saving the electronic form, you have two options:

- Save the file
- Save and print the file

As shown in the following figure:

3.1.26 **Uploading an electronic form**

Users may use this feature for the Safety Certificates Part A only.
After filling in the electronic form (see § 3.1.25), the user will be able to send saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate provided information and inform user about operation success. Users will be able to use the web based form in case that he/she will need to update some of the provided information. According to provided electronic form the ERADIS will automatically identify if user is creating new certificate or renewing or amending an existing certificate.

To upload an electronic form filled in offline, on the main page (Figure 1) click on the [Upload electronic form] link, browse for the file and press the [Upload] button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed.

At the successful submission of the certificate, a notification message is sent to the ERA Safety Administrator(s) in charge of the certificates.

### 3.1.27 Statistics

This feature allows the user to generate statistic reports on existing Safety Certificates A & B based on specific criteria.

#### 3.1.27.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

- To go to a specific page of the report, type a page number (1 of 1) on the grey band and press the Enter key.
- To move to the next/previous page of the report, click on the / link on the yellow band.
- To find a string in the report, type a text in the field and click the link. Click on the link to find the next occurrence.
- To resize the page of the report, select a width in the list.
- To print the report, click on the button.
- To refresh the report, click on the button.
- To sort the list, click on the arrow in field header you want to sort by.
• To **view a certificate**, click on the value displayed in a cell

In case of a sum:

<table>
<thead>
<tr>
<th>Number of part A New</th>
<th>Number of part A Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

If the number equals to zero: no link to certificate available

If the number equals to one: the certificate view is displayed as show in Figure 9 (if certificate A) or Figure 10 (if certificate B)

If the number is greater than one: the list of certificates is displayed as show in Figure 2

In case of an EU Identification Number:

<table>
<thead>
<tr>
<th>EU Number of Part A</th>
<th>EU Number of Part B</th>
</tr>
</thead>
<tbody>
<tr>
<td>LK12006300581</td>
<td>FR12006000069</td>
</tr>
<tr>
<td>LK12006300583</td>
<td>FR1200600009</td>
</tr>
</tbody>
</table>

The certificate view is displayed as show in Figure 9 (if certificate A) or Figure 10 (if certificate B)

### 3.1.27.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

- To **export the report** into a file, click on the button and select an available output format in the list:

  - XML file with report data
  - CSV (comma delimited)
  - PDF
  - MHTML (web archive)
  - Excel
  - TIFF file
  - Word

From the generated file (PDF, Excel, Word, MHTML), the user can view a certificate by clicking on a number displayed in a cell: see the above “To view a certificate” bullet.

### 3.1.27.3 Generating Statistics on valid Safety Certificates A

This report displays a list of valid Safety Certificate A per Member State (Issuing state) and per certificate’s type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:

![Number of valid Part A Safety Certificates issued within selected period: new, amended, renewed and revoked](image)
3.1.27.4 Generating Statistics on valid Safety Certificates B

This report displays a list of valid Safety Certificate B per Member State (issuing state) and per certificate’s type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 1) click on the Statistics button, and then click on the link:

Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked

The below page is displayed:
### Generating Statistics on Safety Certificates A versus Safety Certificates B

This report displays a list of Safety Certificates B per Safety Certificate A and per Railway Undertaking.

To generate the report, on the main page (Figure 1) click on the Statistics button, and then click on the link:

- Statistics - Certificates A vs Certificates B issued within selected period

The below page is displayed:
3.1.27.6 Generating Statistics on Safety Certificates B versus Safety Certificates A

This report displays a list of Safety Certificates A per Safety Certificate B and per Railway Undertaking.

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:
The below page is displayed:

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing State</td>
<td>All countries</td>
</tr>
<tr>
<td>View report</td>
<td></td>
</tr>
</tbody>
</table>

Certificates Part B vs. certificates Part A

On the above page, select a year and/or an issuing state from the list.

And press the View report button: the report will be displayed.

Certificates Part B vs. certificates Part A

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Issuing State</td>
<td>All countries</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RU names</th>
<th>EU Number of Part B</th>
<th>EU Number of Part A</th>
</tr>
</thead>
<tbody>
<tr>
<td>EE RU</td>
<td>65756</td>
<td>68878</td>
</tr>
<tr>
<td></td>
<td>8678</td>
<td>6438</td>
</tr>
<tr>
<td></td>
<td>4654</td>
<td>4674</td>
</tr>
<tr>
<td></td>
<td>45867</td>
<td>68878</td>
</tr>
<tr>
<td></td>
<td>664512</td>
<td>60678</td>
</tr>
<tr>
<td></td>
<td>4654</td>
<td>4874</td>
</tr>
<tr>
<td>FRRU</td>
<td>123124124</td>
<td>123123</td>
</tr>
<tr>
<td>IT RU</td>
<td>6575765</td>
<td>333</td>
</tr>
<tr>
<td></td>
<td>999</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td>6268445</td>
<td>5465445</td>
</tr>
<tr>
<td></td>
<td>999</td>
<td>123</td>
</tr>
<tr>
<td></td>
<td>67557</td>
<td>333</td>
</tr>
</tbody>
</table>

Date of report creation: 10/04/2014

3.1.27.7 Generating Statistics on valid Safety Certificates A and B

This report displays a list of valid Safety Certificates A and B per Member State.

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:
Safety Certificates A & B

Number of valid certificates issued within selected period

The below page is displayed:

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
<th>View report</th>
</tr>
</thead>
</table>

Number of valid safety certificates

On the above page, select a year from the list.

And press the View report button: the report will be displayed (also in a graph format).
### Generating Statistics on valid Safety Certificates A and B domestic vs. cross-border

This report displays a list of valid Safety Certificates A and B domestic vs. cross-border per type of service.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:
The below page is displayed:

Report from ERADIS Database

Number of valid safety certificates — Parts A and B, domestic vs. cross-border operations, per type of service

On the above page, select a year from the list.

And press the View report button: the report will be displayed (also in a graph format (only the total for all Member States)).
Generating Statistics on valid Safety Certificates B international operations vs. total number of Certificates B

This report displays a list of valid Safety Certificates B international operations vs. total number of Certificates B for passenger transport (including and excluding high-speed services).

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:
The below page is displayed:

Report from ERADIS Database

Year: All  View report

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

On the above page, select a year from the list.

And press the View report button: the report will be displayed (also in a graph format).
3.1.27.10 Generating Statistics on valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services

This report displays a list of valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services.
To generate the report, on the main page (Figure 1) click on the button, and then click on the link:

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services.

The below page is displayed:

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Year</th>
<th>View report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td></td>
</tr>
</tbody>
</table>

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A applying for more than one type of services.

On the above page, select a year from the list.

And press the View report button: the report will be displayed.

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Year</th>
<th>View report</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td></td>
</tr>
</tbody>
</table>

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A applying for more than one type of services.

<table>
<thead>
<tr>
<th>Reporting Year</th>
<th>2012</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of all Valid Part A certificates</th>
<th>Number of valid Part A certificates issued for more than one type of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Belgium</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Germany</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Denmark</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estonia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Greece</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spain</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Finland</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>France</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Hungary</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Ireland</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Italy</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lithuania</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Latvia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Romania</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sweden</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALL</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

3.1.27.11 Generating Statistics on safety certification for Annex E of the NSA annual report section E.1

This report displays a list of Safety Certificates A and B fulfilling specific criteria.

To generate the report, on the main page (Figure 1) click on the button, and then click on the link:


The below page is displayed:
On the above page, select a year and/or a Member State from the list.

And press the **View report** button: the report will be displayed.

**Generating Statistics on cross-border operations**

This report displays a list of valid Safety Certificate A and the corresponding valid or expired Safety Certificates B per Railway Undertaking where at least one Safety Certificate B is of different country than the Safety Certificate A.

To generate the report, on the main page (Figure 1) click on the **Statistics** button, and then click on the link:
By default, all the available valid Safety Certificates which reveal cross-border operations are displayed. Additionally, the graphs displaying the validity period of the certificates, are collapsed. At the end of the report, the total number of displayed Railway Undertakings is shown.

The corresponding Safety Certificates Part B of each Safety Certificate Part A are all valid or expired and ordered by the name of their country. These certificates can be alternatively ordered by the end of validity period (“Valid to” option in the “Order Parts B by” dropdown list).

Select “Expired” or “Valid” in the “Validity of Part B” dropdown list and then for the report to display only the expired Safety Certificates Part B or only valid Safety Certificates Part B, respectively.

Select a certificate type: Part A or Part B (Part B option is available only if Country criterion is filled with a specific country). Additionally, specify a country and/or a certificate language.

These two criteria refer to the Certificate type defined in the respective filters. In the RU graphs, select “Expand”, for the visual representation of validity periods to be displayed. Press the button: the report will be displayed, like in Figure 14.

The report displays the valid Safety Certificates of the Railway Undertakings which perform cross-border operations for which at least one Safety Certificate Part B is from Belgium, its language is French and the corresponding Safety Certificate Part A is from other country than Belgium.

3 Expired means: active AND validated AND expired AND not suspended AND not revoked AND not further renewed/amended.

4 Valid means: active AND validated AND not expired AND not suspended AND not revoked.
## Cross-border operations

<table>
<thead>
<tr>
<th>EU ID Number</th>
<th>Country</th>
<th>History</th>
<th>Date Issued</th>
<th>Validity From</th>
<th>Validity To</th>
<th>Type(s) of transport</th>
<th>Certificate language</th>
</tr>
</thead>
<tbody>
<tr>
<td>NL11 20130000</td>
<td>The Netherlands</td>
<td>Renewed</td>
<td>23/04/2013</td>
<td>01/05/2013</td>
<td>01/05/2013</td>
<td>Freight Transport</td>
<td>Netherlands</td>
</tr>
<tr>
<td>BS 12 20130011</td>
<td>Belgium</td>
<td>Renewed</td>
<td>13/06/2013</td>
<td>16/11/2013</td>
<td>15/11/2016</td>
<td>Freight Transport</td>
<td>Netherlands</td>
</tr>
<tr>
<td>DE 1220130030</td>
<td>Germany</td>
<td>New</td>
<td>03/12/2013</td>
<td>03/12/2013</td>
<td>01/05/2016</td>
<td>Freight Transport</td>
<td>Germany</td>
</tr>
<tr>
<td>NL12 20130000</td>
<td>The Netherlands</td>
<td>Renewed</td>
<td>20/11/2013</td>
<td>01/05/2013</td>
<td>01/05/2013</td>
<td>Freight Transport</td>
<td>Netherlands</td>
</tr>
</tbody>
</table>

**Figure 14**
3.2  Anonymous or non-authorised users

3.2.1  Safety Certificates main page

The following screenshot displays the Safety Certificates main page for the following user:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA-Safety Certificate role is not granted

Safety Certificates Database

As required by Directive 2004/49/EC, in order to be granted access to the railway infrastructure, a railway undertaking must hold a safety certificate. The award of a safety certificate, gives confirmation that the railway undertaking has established its safety management system and is able to comply with relevant safety standards and rules in order to control risks and operate safely on the network. The safety certificate comprises Part A (confirmation of acceptance of the railway undertaking’s safety management system) and Part B (confirmation of acceptance of the provisions adopted by the railway undertaking to meet specific requirements necessary for the safe operation of the relevant network).

Quick search

The Quick Search allows for a simple search of issued safety certificates per country (all or a selected one) and per type of the certificate (Part A and/or Part B). To find out more specific information you should use the Advanced Search option.

<table>
<thead>
<tr>
<th>Issuing country</th>
<th>All countries ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate type</td>
<td>All ▼</td>
</tr>
</tbody>
</table>

Search

Figure 15

3.2.2  Searching for a certificate

3.2.2.1  Quick search

The quick search allows you to quickly find a certificate A and/or certificate B issued by a certain country.

On the main page (Figure 15), select an issuing country and/or a certificate type from the list.

Quick search

The Quick Search allows for a simple search of issued safety certificates per country (all or a selected one) and per type of the certificate (Part A and/or Part B). To find out more specific information you should use the Advanced Search option.

<table>
<thead>
<tr>
<th>Issuing country</th>
<th>All countries ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate type</td>
<td>All ▼</td>
</tr>
</tbody>
</table>

Search

And press the button: a list will be displayed.
Figure 16

Only valid certificates are displayed in the search results. Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active.

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the Next> / <Previous link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the Items per page 10 list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To **view a certificate**, click on the “History” field of the certificate you want to view According to the certificate’s type (Part A or Part B), the page will be displayed:
Safety Certificate - Part A

<table>
<thead>
<tr>
<th>Certificate - Part A</th>
<th>EU IDENTIFICATION NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR12209000B</td>
<td>PT110190007</td>
</tr>
</tbody>
</table>

1. CERTIFIED RAILWAY UNDERTAKING

Legal denomination: COXAS RAIL
Railway undertaking name: COXAS RAIL
National registration number: 012 647 007 940 VERSAILLES

2. CERTIFICATE ISSUING ORGANISATION

Organisation: ERU
Country: France

3. CERTIFICATE INFORMATION

This is a: [ ] new certificate [x] renewed certificate
- [ ] update/amend certificate

ECM (entity in charge of maintenance) certificate: [ ]
ECM Certificate Number: PT110190007
EU Identification Number of the previous certificate:

Validity from: 01/01/2012
To: 31/12/2017

Type(s) of services: Passenger transport - Excluding high-speed services
Freight transport - Excludes dangerous goods services
Transportation volume: Less than 500 million passenger-km per year
Railway Undertaking Size: Micro enterprise
Scope of ECM Activities:
Covers other wagons specialised in transport of dangerous goods

4. APPLICABLE NATIONAL LEGISLATION

national decree ...

5. ADDITIONAL INFORMATION

Date issued: 31/12/2012
Internal reference number: Internal no 16

Attachments
- Guidance on Good Reporting Practice 1.0-GE.pdf

Figure 17
## Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the main page (Figure 15), click on the Advanced search button: a page will be displayed.
Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 16.

By default, only valid certificates are displayed in the search results. Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active. If “All” option is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or not validated.

The Actor can see not validated certificates provided that he/she has the delegation right in the name of the creator of the certificate.

### 3.2.3 Print a certificate

You can print at any time the information on the screen, by clicking on the **Print** link at the top of the page.

### 3.2.4 Export to PDF

You can export the Certificate from view page (Figure 17 or Figure 18), by clicking on the **Export to PDF** link at the top of the page.

### 3.2.5 Statistics

This feature allows the user to generate statistic reports on existing Safety Certificates A & B based on specific criteria.

#### 3.2.5.1 Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

---

5 Expired certificate means: Validated AND Not Revoked AND active AND “Validity To” date is in the past.
• To go to a specific page of the report, type a page number on the yellow band and press the Enter key.
• To move to the next/previous page of the report, click on the / link on the yellow band.
• To find a string in the report, type a text in the field and click the link. Click on the link to find the next occurrence.
• To resize the page of the report, select a width in the list.
• To print the report, click on the button.
• To refresh the report, click on the button.
• To sort the list, click on the arrow in field header you want to sort by.

• To view a certificate, click on the value displayed in a cell.
  In case of a sum:
  ![Figure 17](image17.png)
  ![Figure 18](image18.png)

  If the number equals to zero: no link to certificate available
  If the number equals to one: the certificate view is displayed as show in Figure 17 (if certificate A) or Figure 18 (if certificate B)
  If the number is greater than one: the list of certificates is displayed as show in Figure 16

  In case of an EU Identification Number:

  ![EU Number Table](image19.png)

  The certificate view is displayed as show in Figure 17 (if certificate A) or Figure 18 (if certificate B)

3.2.5.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

• To export the report into a file, click on the button and select an available output format in the list.
From the generated file (PDF, Excel, Word, MHTML), the user can view a certificate by clicking on a number displayed in a cell: see the above “To view a certificate” bullet.

**3.2.5.3 Statistics - Certificates A**

This report displays a list of valid Safety Certificate A per Member State and per certificate’s type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

The below page is displayed:

![Report from ERADIS Database](image)

On the above page, select a year and/or a railway undertaking size and/or a type of operations from the list.

And press the **View report** button: the report will be displayed.
3.2.5.4 **Statistics - Certificates B**

This report displays a list of valid Safety Certificate B per Member State (issuing state) and per certificate's type (new, amended, revoked, renewed).

To generate the report, on the main page (Figure 15) click on the **Statistics** button, and then click on the link:

![Number of valid Part B Safety Certificates issued within selected period: new, amended, renewed and revoked](image)

The below page is displayed:

![Report from ERADIS Database](image)

On the above page, select a year and/or a type of operations from the list.

And press the **View report** button: the report will be displayed.
3.2.5.5 Statistics - Certificates A versus Certificates B

This report displays a list of Safety Certificates B per Safety Certificate A and per Railway Undertaking.

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

Statistics - Certificates A vs Certificates B issued within selected period

The below page is displayed:

On the above page, select a year and/or an issuing state from the list.

And press the button: the report will be displayed.
3.2.5.6 Statistics - Certificates B versus Certificates A

This report displays a list of Safety Certificates A per Safety Certificate B and per Railway Undertaking.

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

Statistics - Certificates B vs Certificates A issued within selected period

The below page is displayed:
On the above page, select a year and/or an issuing state from the list.

And press the View report button: the report will be displayed.

3.2.5.7 Generating Statistics on valid Safety Certificates A and B

This report displays a list of valid Safety Certificates A and B per Member State.

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

Number of valid certificates issued within selected period

The below page is displayed:

On the above page, select a year from the list.

And press the View report button: the report will be displayed (also in a graph format).
3.2.5.8 Generating Statistics on valid Safety Certificates A and B domestic vs. cross-border

This report displays a list of valid Safety Certificates A and B domestic vs. cross-border per type of service.

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:
The below page is displayed:

Report from ERADIS Database

Number of valid safety certificates — Parts A and B, domestic vs. cross-border operations, per type of service

On the above page, select a year from the list.

And press the button: the report will be displayed (also in a graph format (only the total for all Member States)).
3.2.5.9 Generating Statistics on valid Safety Certificates B international operations vs. total number of Certificates B

This report displays a list of valid Safety Certificates B international operations vs. total number of Certificates B for passenger transport (including and excluding high-speed services).

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:
The below page is displayed:

Report from ERADIS Database

Number of valid Part B Safety Certificates, international operations vs. total number of Part B certificates, for passenger transport (including and excluding high-speed services)

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed (also in a graph format).

<table>
<thead>
<tr>
<th>Country</th>
<th>Part B certificates for passenger transport for cross-border services only</th>
<th>Part B certificates for passenger transport (including and excluding high-speed services)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andorra</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Albania</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Belgium</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bosnia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Canada</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Switzerland</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Colombia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cote d'Ivoire</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Cyprus</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Germany</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estonia</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Greece</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>France</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Georgia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>India</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Italy</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Jamaica</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jordan</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Japan</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lithuania</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Latvia</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Monaco</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Malta</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mexico</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Thailand</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Turkey</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Uganda</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>USA</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALL</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Date of report creation: 10/04/2014
3.2.5.10 Generating Statistics on valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services

This report displays a list of valid Safety Certificates A vs. valid Safety Certificates Part A applying for more than one type of services.

To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

Number of total valid Safety Certificates Part A vs. valid Safety Certificates Part A issued within selected period and applying for more than one type of services

The below page is displayed:

On the above page, select a year from the list.

And press the button: the report will be displayed.

3.2.5.11 Generating Statistics on safety certification for Annex E of the NSA annual report section E.1

This report displays a list of Safety Certificates A and B fulfilling specific criteria.
To generate the report, on the main page (Figure 15) click on the button, and then click on the link:

Numerical data issued within selected period on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

The below page is displayed:

Report from ERADIS Database

Year: 2014   Member States: All countries   View report

Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

On the above page, select a year and/or a Member State from the list.

And press the View report button: the report will be displayed.

Report from ERADIS Database

Year: 2014   Member States: All countries   View report

Numerical data on safety certification for Annex E of the NSA annual report, section E.1: Safety Certificates according to Directive 2004/49/EC

Reporting Year: 2014

<table>
<thead>
<tr>
<th>Member States</th>
<th>All countries</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Updated/amended</th>
<th>Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued in the reporting year</th>
<th>Issued in previous years</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Updated/amended</th>
<th>Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued in the reporting year</th>
<th>Issued in previous years</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Updated/amended</th>
<th>Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issued in the reporting year</th>
<th>Issued in previous years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Updated/amended</th>
<th>Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New</th>
<th>Updated/amended</th>
<th>Renewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Railway Undertaking</td>
</tr>
<tr>
<td>EE RU</td>
</tr>
<tr>
<td>IT RU</td>
</tr>
</tbody>
</table>
3.2.5.12 Generating Statistics on cross-border operations

This report displays a list of valid Safety Certificate A and the corresponding valid or expired Safety Certificates B per Railway Undertaking where at least one Safety Certificate B is of different country than the Safety Certificate A.

The content of this statistics report is the same with the case of authorized users. For more information refer to Generating Statistics on cross-border operations.
## 4 Licences

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for licences, Submit new licences, Suspend/amend/modify/revoke existing licences, Validate/invalidate/delete licences, Perform data quality check</td>
</tr>
<tr>
<td>ERA Administrator</td>
<td></td>
<td>Search for licences, Activate/deactivate licences</td>
</tr>
<tr>
<td>ERA-EXT NSA</td>
<td>Licencing Authority</td>
<td>Search for licences, Submit new licences, Suspend/amend/modify/revoke existing licences</td>
</tr>
<tr>
<td>Anonymous Non-Authorised User</td>
<td></td>
<td>Search for licences</td>
</tr>
</tbody>
</table>

Each submitted/suspended/amended/revoked licence will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated licences.

It is important to note that one licence is related to a specific Railway Undertaking (RU).
4.1 Authorised users

4.1.1 Licences main page

The following screenshot displays the Licences main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA-Safety Licence role is granted. Among these users, only those who belong to the same organisation as the licence issuer have the authority to modify/amend/suspend/revoke.

![Licences main page screenshot](image)

Figure 20

4.1.2 Searching for a licence

4.1.2.1 Quick search

The quick search allows you to quickly find a licence issued by a certain country and/or in a certain validation status and/or certain validity.

On the main page (Figure 20), select an issuing country and/or a validation status and/or validity[^6] from the lists.

[^6]: Valid licence means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) AND active.
And press the **Search** button: a list will be displayed.

![Licences search results](image)

**Figure 21**

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the **Next** / **Previous** link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the **Items per page** list at top of the list
- To **print the list**, click on the **Print** link at the top of the list
- To **export the list** into an Excel file, click on the **Export to Excel** link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To **view a licence**, click on the “History” field of the licence you want to view
- To **open an attachment**, click on the attachment’s name

### 4.1.2.2 Advanced search

The advanced search allows you to find a licence satisfying multiple criteria.

On the main page (Figure 20), click on the **Advanced search** button: a page will be displayed.
Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 21.

By default, only valid licences will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display licences which are inactive, or expired or revoked or not validated.

The Actor can see not validated licences provided that he/she belongs to the issuing organisation referenced in the document or that he/she has the delegation right in the name of the creator of the licence or that he/she has the role ERA Safety User.

### 4.1.3 Submitting a new licence

This feature allows the submission of new licence.

Since the licenses are issued on national language usually, ERADIS will allow user to choose on what language he/she want to provide licence data.

If **Add Insurance** is pressed, a new Tab “Insurance” appears.

On the main page (Figure 20), click on the **Submit a new licence declaration** link: the following page will be displayed.

---

7 Valid certificate means: Validated AND Not Revoked AND Not expired (based on the "Validity To" date) and active
Submit a new licence declaration

**Notes:**
- For the fields marked by an asterisk, information is mandatory.
- For the fields marked by two asterisks, information in at least one field is required.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Licences</strong> version 0.1 – 2017-10-30</td>
<td></td>
</tr>
<tr>
<td><strong>Figure 23</strong> Fill in all the required fields and press the <strong>Send to ERA</strong> button. If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the <strong>Ok</strong> Button to continue or the <strong>Cancel</strong> button to modify the current data entry.</td>
<td></td>
</tr>
<tr>
<td><strong>Message from webpage</strong> Attention!!! The given EC number is not in conformity with COMMISSION DECISION (2007/756/EC) of 9 November 2007. You may continue with the provided EC notification number or cancel to change it. If Cancel is chosen, the message appears on the top of the page:</td>
<td></td>
</tr>
</tbody>
</table>
If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- Valid From Date is in wrong format
- Name is required

If no error occurs, a confirmation message will be displayed:

![Licence has been created successfully. View created licence](image)

You can click on the View created licence link to view the newly created licence: the following page will be displayed.

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.
4.1.4 Save as template

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

4.1.5 Open template

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed.
My Licence Templates

Where you can choose the template to load by clicking on the 📝 icon.

To rename a template, click on the 📝 icon.

To delete a template, click on the ❌ icon.

4.1.6 Add attachments

You can add electronic attachments to the licence by pressing the Attachments button: the following window will be displayed.

To add a file, press the Browse button, choose the file to attach.
and click on the **Upload** button: the added file will be listed as shown in the following figure.

If by mistake the wrong file has been uploaded, you can remove it by clicking on the \( \times \) icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

### 4.1.7 Print a licence

You can print at any time the information on the screen, by clicking on the **Print** link at the top of the page.

### 4.1.8 Save a licence to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the **Save to file** link at the top of the page.

You may choose this function in order to send the licence to ERA by email or to keep it for local storage.

### 4.1.9 Export to PDF

You can export the licence from view page (Figure 24), by clicking on the **Export to PDF** link at the top of the page.

### 4.1.10 Validating a licence (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided licences and make these publicly available on the ERADIS web site.
During the process of validation the ERA users will be able to create new reference data entries in case that a licence will contain new information which was not stored previously within the ERADIS reference data database.

To validate a temporary licence, search for the non-validated licence and display its properties: a page similar to the one in Figure 24 will be displayed. Press the button: a page similar to the one in Figure 23 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

![Message from webpage](image)

If Cancel is chosen, the message appears on the top of the page:

- The notification number is invalid (format: country code+"01" + year + 0000)

If Ok is chosen, a confirmation message will be displayed in case of no errors.

![Licence has been registered successfully. View registered licence](image)

You can click on the **View registered licence** link to view the validated licence: the following page will be displayed.
At the successful validation of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences and to the submitter of the licence.

The new status of a licence becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

4.1.11 **Send Email to User**

To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 24 will be displayed. Press the **Send email to user** button.
4.1.12 Modifying a licence

To modify a licence, search for the non-validated licence and display its properties: a page similar to the one in Figure 24 will be displayed. Press the Modify this licence button; a page similar to the one in Figure 23 will be displayed. Update any relevant field and press the Save changes button.

If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.
Licences

If Cancel is chosen, the message appears on the top of the page:

- The notification number is invalid (format: country code+"01" + year + 0000)

If Ok is chosen, a confirmation message will be displayed

![Licence has been changed successfully. view modified licence]

At the successful save of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

4.1.13 Amending a licence

This feature allows user to amend already issued and validated licence. All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to amend an existing licence.

For a Railway Undertaking which licence has been amended, a new entry will be created within the ERADIS system.

To amend a licence, on the main page (Figure 20) click on the Amend an existing licence link: the following page will be displayed

Amend an existing licence

This page allows you to easily find a Licence you would like to amend. You may find Licence by specifying search criteria or by browsing all of the PDR Licences which you can amend.

There are two options to find the licence for amending.

First option is to enter the “National licence No” or the “EC licence-notification No” of the licence you want to amend and press the Open licence button: a page similar to the one in Figure 23 will be displayed.

Second option is to browse available licences for amend. Press the Browse licences button: the following page will be displayed

Licences which can be amended

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Licence number</th>
<th>Status</th>
<th>Licence holder</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2013</td>
<td>01/01/2013</td>
<td>RL-2013-1</td>
<td>Amend</td>
<td>RU 1 Greece</td>
</tr>
<tr>
<td>01/01/2013</td>
<td>01/01/2013</td>
<td>RL-2013-2</td>
<td>Amend</td>
<td>RU 2 Greece</td>
</tr>
</tbody>
</table>

Select Amend link in the list and a page similar to the one in Figure 23 will be displayed.

Update any relevant fields and press the Send to ERA button.
If the EC Number is not in conformity with the Commission Decision 2007/756/EC, the below popup window will appear: press the Ok Button to continue or the Cancel button to modify the current data entry.

If Cancel is chosen, the message appears on the top of the page:

- The notification number is invalid (format: country code+"01" + year + 0000)

If OK chosen, a confirmation message will appear

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the button.

4.1.14 Suspending a licence

This feature allows user to suspend already issued and validated licence.

All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to suspend an existing licence.

For a Railway Undertaking which licence has been suspended a new entry will be created within the ERADIS system.

To suspend a licence, on the main page (Figure 20) click on the link, browse or search for the licence to suspend, update any relevant field and press the button: a confirmation message will appear

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the button.
4.1.15 Revoking a licence

This feature allows user to change status of already issued and validated licence. All users who belong to the same organisation and country as a licence issuer, as well as the ERA users, will be able to revoke an existing licence.

For a Railway Undertaking which licence has been revoked a new entry will be created within the ERADIS system.

To revoke a licence, on the main page (Figure 20) click on the \textit{Revocation} link, browse or search for the licence to revoke, update any relevant field and press the \textit{Send to ERA} button: a confirmation message will appear

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

Another way to perform this task is to search for the certificate, view its details (Figure 25) and press the \textit{Revocation} button.

4.1.16 Invalidating a licence (ERA Safety Administrator only)

To invalidate a licence, search for the validated licence, view its details (Figure 24) and press the \textit{Invalidation} button: a confirmation message will appear

At the successful invalidation of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

4.1.17 Deleting a licence (ERA Safety Administrator only)

To delete a licence, search for the non-validated licence, and view its details (Figure 24) and press the \textit{Deletion} button: a confirmation message will appear

At the successful deletion of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

4.1.18 Perform data quality check (ERA Safety Administrator only)

The process is similar to the one described in section §3.1.23 for the case of Safety Certificates. The only difference is that for the Licences, the option “Each Railway Undertaking granted with Part A Safety Certificate has a licence” has to be selected as type of quality check.
4.1.19 Downloading an electronic form

In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 20) click on the link. A screen like below will be shown.

![Download electronic form]

Press the **Download** button: you will be prompted to save the file.

4.1.20 Filling in an electronic questionnaire

To fill in offline the previously downloaded electronic questionnaire (see §4.1.19), open it in Excel.

Depending on the Excel version:

- The following dialog appears

![Security Warning]

Click on “Enable Macros”

- The following warning appears on the top of the Excel sheet

![Security Warning]

Click on the “Enable Content” button

MS Excel will open document, ready to edit.
Fill in all the required fields and then press the button: you will be prompted to provide the file name.

- You can also only print the file by pressing the button.

### 4.1.21 Uploading an electronic form

After filling in the electronic form (see § 4.1.20), the user will be able to send saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate provided information and inform user about operation success. User will be able to use web based form in case that he/she will need to update some of provided information. According to provided form the ERADIS will automatically identify if the user is creating new licence or amending, suspending or revoking an existing licence.

To upload an electronic form filled in offline, on the main page (Figure 20) click on the link, browse for the file(s)
And press the **Upload** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed.

At the successful submission of the licence, a notification message is sent to the ERA Safety Administrator(s) in charge of the licences.

### 4.1.22 Adding insurance annexes to the licence

The user will be able to provide one or more insurance forms for specified Railway Undertaking while providing licence information: The system will allow submission of the insurance annexes during the creation of the new licence or during amending/revoking/suspending/modifying or validating an existing, active licence.

If you want to add an insurance annex, press the **Add Insurance** button at the top of the licence page similar to Figure 23: an “Insurance” tab will be added to the existing “Licence” tab next to the others (if any) “Insurance” tabs and will be numbered accordingly (e.g. Insurance 1, Insurance 2, etc)
4.1.23 Modifying an insurance annex

When the insurance annex is in view mode, the user will be able to modify the insurance annex of an active licence by pressing the Modify Insurance button available at the top of the page (Figure 28).
4.1.24 Deleting an insurance annex

When the insurance annex is in edit mode during modification of an active licence, the user will be able to delete the insurance annex by pressing the button available at the top right of the page (Figure 29).
4.1.25 Statistics
This feature allows the user to generate a statistic report on existing licences based on specific criteria.

4.1.25.1 Navigate through the statistic report
Once the report is displayed, several navigation buttons are available on the report:

- To go to a specific page of the report, type a page number (1 of 1) on the yellow band and press the Enter key.
- To move to the next/previous page of the report, click on the link on the yellow band.
- To find a string in the report, type a text in the field and click the link. Click on the link to find the next occurrence.
- To resize the page of the report, select a width in the list.
- To print the report, click on the button.
- To refresh the report, click on the button.
- To sort the list, click on the arrow in field header you want to sort by.

To view a licence, click on the value displayed in a cell.

If the number equals to zero: no link to certificate available.
If the number equals to one: the certificate view is displayed as show in Figure 24.
If the number is greater than one: the list of certificates is displayed as show in the figure below.

Once being in the licences search results, it is possible to go back to the statistics report by clicking on the 

4.1.25.2 Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

- To export the report into a file, click on the button and select an available output format in the list.

From the generated file (PDF, Excel, Word, MHTML), the user can view a licence by clicking on a number displayed in a cell: see the above “To view a licence” bullet.

4.1.25.3 Generating Statistics on 'Number of valid licences per country' report

This report displays a list of valid Licences per Member State (Issuing state) and per licence’s type (new, amended, revoked, and suspended).

To generate the report, on the main page (Figure 20) click on the link, and then click on the link. The below page is displayed:

Report from ERADIS Database

Number of valid licences per country
On the above page, select a year and/or a type of services from the list.

And press the **View report** button: the report will be displayed.

### Number of valid licences per country

<table>
<thead>
<tr>
<th>Country</th>
<th>Number of licences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>1</td>
</tr>
<tr>
<td>Croatia</td>
<td>0</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>14</td>
</tr>
<tr>
<td>Denmark</td>
<td>1</td>
</tr>
<tr>
<td>Finland</td>
<td>1</td>
</tr>
<tr>
<td>France</td>
<td>3</td>
</tr>
<tr>
<td>Germany</td>
<td>16</td>
</tr>
<tr>
<td>Greece</td>
<td>1</td>
</tr>
<tr>
<td>Hungary</td>
<td>1</td>
</tr>
<tr>
<td>Italy</td>
<td>0</td>
</tr>
<tr>
<td>Latvia</td>
<td>0</td>
</tr>
<tr>
<td>Lithuania</td>
<td>0</td>
</tr>
<tr>
<td>Poland</td>
<td>6</td>
</tr>
<tr>
<td>Romania</td>
<td>1</td>
</tr>
<tr>
<td>Slovak Republic</td>
<td>1</td>
</tr>
<tr>
<td>Spain</td>
<td>9</td>
</tr>
<tr>
<td>Sweden</td>
<td>0</td>
</tr>
<tr>
<td>The Netherlands</td>
<td>3</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Sum</strong></td>
<td>60</td>
</tr>
</tbody>
</table>

**Date of report creation: 06/05/2017**

Click on the value of a cell (e.g., Lithuania, Suspended). The system displays the licences of Lithuania that have been suspended within the reporting period in a list like below.
Press Go back to Statistics and the system displays the below page:

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Country</th>
<th>RU Name</th>
<th>National Licence Number</th>
<th>History</th>
<th>Issue Date</th>
<th>Pass/Freight/TractionOnly</th>
<th>Insurance</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lithuania</td>
<td>UKAB &quot;Kleipeldos Smelte&quot;</td>
<td>1</td>
<td>Suspended</td>
<td>08/01/2008</td>
<td>Freight</td>
<td>Yes</td>
<td>VS-679.doc</td>
</tr>
<tr>
<td></td>
<td>PLC Naitos</td>
<td>L-31</td>
<td>Suspended</td>
<td>10/07/2012</td>
<td>Freight</td>
<td>Yes</td>
<td>VS-825.doc</td>
</tr>
<tr>
<td></td>
<td>UAB - Alkosta</td>
<td>L-14</td>
<td>Suspended</td>
<td>19/02/2009</td>
<td>Freight</td>
<td>Yes</td>
<td>VS-825.doc</td>
</tr>
</tbody>
</table>

Total 3 item(s) found.

Go back to Statistics

Number of valid licences per country

The previously specified year and/or type of service are cleared.

4.1.25.4 Generating Statistics on ‘Number of valid licences in the reporting period per country’ report

This report displays a list of valid Licences per Member State (Issuing state) and per licence’s type (Valid licences in the beginning, new, amended, revoked, suspended, valid licences at the end) of the reporting period.

To generate the report, on the main page (Figure 20) click on the Statistics link, and then click on the Number of valid licences in the reporting period per country link. The below page is displayed:

Report from ERADIS Database

Number of valid licences in the reporting period per country
Licences

On the above page, select a year, month or specific date range and/or a type of services from the list.

And press the button: the report will be displayed.

Click on the value of a cell (eg Latvia, Active(Begin)). The system displays the licences of Latvia that were valid at the beginning of the reporting period in a list like below.
Press [Go back to Statistics] and the system displays the below page:

### Report from ERADIS Database

**Reporting period**

- **Year**: 2015
- **Month**: January
- **Other From**: [Enter]
- **To**: [Enter]

**Type of service**: All

[View report button]

---

**Number of valid licences in the reporting period per country**

The previously specified reporting period and/or type of service are cleared.

### 4.2 Anonymous or non-authorised users

#### 4.2.1 Licences main page

The following screenshot displays the Licence main page for the following users:

- **Anonymous**: user not logged to the application
- **Any ERA user for which the Safety Administrator role is not granted**
- **Any ERA-EXT user for which the NSA-Safety Licence role is not granted**

![Licence main page screenshot](image)

*Figure 30*
4.2.2 Searching for a licence

4.2.2.1 Quick search

The quick search allows you to quickly find a licence issued by a certain country.

On the main page (Figure 30), select an issuing country from the list.

And press the **Search** button: a list will be displayed.

**Figure 31**

Only valid licences are displayed in the search results. Valid licences means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active.

The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- **To move to the next/previous page**, click on the Next > / <Previous link at the bottom of the page
- **To display more/less items per page**, chose the number of items in the Items per page list at top of the list
- **To print the list**, click on the Print link at the top of the list
- **To export the list** into an Excel file, click on the Export to Excel link at the top of the list
- **To sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- **To view a licence**, click on the “History” field of the licence you want to view
- **To open an attachment**, click on the attachment’s name
4.2.2.2  Advanced search

The advanced search allows you to find a certificate satisfying multiple criteria.

On the main page (Figure 30), click on the Advanced search button: a page will be displayed.
Licences

Licences Advanced search

- Issuing country: All countries
- Licence status: All licences
- Decision identification
- EC licence-notification No
- Railway undertaking
- National Registration No
- Acronym
- VAT No
- Valid from
- Valid to
- Issuing organization name
- Type of services: passenger, freight, traction only
- Date Issued From
- Date Issued To
- Free text

![Licences Advanced search form](image)

Figure 33

Fill in the search criteria and click on the Search button: a list will be displayed as shown in Figure 31.

By default, only valid licences are displayed in the search results. Valid licence means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active. If “All” option is checked in the “Validity” section, the system may display licences which are inactive, or expired or revoked or not validated.

The Actor can see not validated licences provided that he/she has the delegation right in the name of the creator of the licence.

4.2.3 Activate / Deactivate a licence (ERA Administrator only)

When viewing the details of a licence (Figure 32), the ERA Administrator has the option to deactivate the licence (in case the licence is active) or activate it (in case the licence is inactive) by clicking on the Deactivate Licence button or Activate Licence button respectively, available at the bottom of the page.

4.2.4 Print a licence

You can print at any time the information on the screen, by clicking on the Print link at the top of the page.

---

8 Expired certificate means: Validated AND Not Revoked AND active AND "Validity To" date is in the past.
4.2.5 Export to PDF

You can export the licence from view page (Figure 32), by clicking on the Export to PDF link at the top of the page.

4.2.6 Statistics

This feature allows the user to generate a statistic report on existing, valid licences based on specific criteria. The functionality of statistics for anonymous or non-authorized users is the same with the functionality for authorized users. More information can be found in Statistics.
5 ECM

5.1 Schema

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for schemas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new schemas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amend/modify/delete/view existing schemas</td>
</tr>
<tr>
<td>Anonymous/Non-Authorised User</td>
<td></td>
<td>Search for schemas</td>
</tr>
</tbody>
</table>

5.1.1 Authorised users

5.1.1.1 Schemas main page

The following screenshot displays the Schemas main page for the following user:

- Any ERA user for which the Safety Administrator role is granted

![Schemas main page](image)

Figure 34

5.1.1.2 Searching for a schema

5.1.1.2.1 Quick search

The quick search allows you to quickly find a schema of a certain country.

On the main page (Figure 34), select a country from the list.

![Quick Search](image)

And press the button: a list will be displayed.
The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- To **move to the next/previous page**, click on the Next> / <Previous link at the bottom of the page.
- To **display more/less items per page**, chose the number of items in the Items per page 10 list at top of the list.
- To **print the list**, click on the Print link at the top of the list.
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking.
- To **open a legislation**, click on the legislation’s name.
- To view the details of a country’s organisation that has the same type as the schema, click on the links under “Schemas” column.
- To **view a schema**, click on the “Schema Information” field of the schema you want to view. The following page will be displayed:

**Schema Information**

<table>
<thead>
<tr>
<th>Country</th>
<th>Reference to relevant legislation</th>
<th>Schema</th>
<th>Schema</th>
<th>Remark</th>
<th>Date of Number-Main notification (dd/mm/yyyy): 07/05/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greece</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Submit new schema](submit_new_schema.png)

### 5.1.1.3 Submitting a new schema (ERA Safety Administrator only)

This feature allows the submission of new schema.

On the main page (Figure 34), click on the Submit new schema link: the following page will be displayed.
Fill in all the required fields and press the **Save changes** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - Country is required
  - Reference to relevant legislation is required
  - Schema selection is not valid
  - Notification Data is required

- If no error occurs, a confirmation message will be displayed:

5.1.1.4 Modifying a schema (ERA Safety Administrator only)

To modify a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed.

Press the **Modify schema** button; a page similar to the one in Figure 36 will be displayed. Update any relevant field and press the **Save changes** button: a confirmation message will be displayed:

- **Schema updated successfully.**

5.1.1.5 Amending a schema (ERA Safety Administrator only)

To amend a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed. Press the **Amend schema** button; a page similar to the one in Figure 36 will be displayed. Update any relevant field and press the **Create amendment** button: a confirmation message will be displayed:

- **Schema amended successfully.**

For a schema that has been amended, a new entry will be created within the ERADIS system.
5.1.1.6  Deleting a schema (ERA Safety Administrator only)

To delete a schema, search for the schema and display its properties: a page similar to the one in Figure 35 will be displayed. Press the **Delete** button; a confirmation message will appear. If confirmed, the below message will appear on the top of the main page (Figure 34):

![Scheme deleted successfully.]

5.1.2  Anonymous or non-authorised users

5.1.2.1  Schemas main page

The following screenshot displays the Schemas main page for the following user:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted

![Figure 37]

5.1.2.2  Searching for a schema

5.1.2.2.1  Quick search

The quick search allows you to quickly find a schema of a certain country.

On the main page (Figure 37), select a country from the list.

![Quick Search]

And press the **Search** button: a list will be displayed.
The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- **To move to the next/previous page**, click on the <Previous / Next> link at the bottom of the page
- **To display more/less items per page**, chose the number of items in the Items per page list at top of the list
- **To print the list**, click on the Print link at the top of the list
- **To export the list**, click on the Export to Excel link at the top of the list
- **To sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking

### 5.2 Certification bodies

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search (quick search &amp; advance search) for certification bodies View certification bodies Submit new certification bodies Suspend/amend/modify/renew/revoke existing certification bodies Validate/invalidate/delete certification bodies</td>
</tr>
<tr>
<td>ERA-EXT ECM</td>
<td>Accreditation Body</td>
<td>Search (quick search &amp; advance search) for certification bodies View certification bodies Submit new certification bodies Suspend/amend/modify/renew/revoke existing certification bodies issued by their organisation</td>
</tr>
<tr>
<td></td>
<td>Recognition Body</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member State body</td>
<td>Search for certification bodies View certification bodies Submit new certification bodies Suspend/amend/modify/renew/revoke existing certification bodies issued by their organisation</td>
</tr>
<tr>
<td>Anonymous</td>
<td></td>
<td>Search (quick search &amp; advance search) for certification bodies View certification bodies</td>
</tr>
<tr>
<td>Non-Authorised User</td>
<td></td>
<td>View certification bodies</td>
</tr>
</tbody>
</table>
Each submitted/suspended/renewed/amended/revoked certification body will need to pass an ERA validation first to become available to the public. Public users will only have access to validated certification bodies.

5.2.1 Authorised users

5.2.1.1 Certification bodies main page
The following screenshot displays the Certification bodies main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the Accreditation Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Recognition Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Member State Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend/amend/modify/revoke

![Certification bodies main page](image)

Figure 39

5.2.1.2 Searching for a certification body

5.2.1.2.1 Quick search
The quick search allows you to quickly find a certification body of a certain country and/or of a certain category (accredited, recognised or NSA) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity status (valid\(^9\), all: available only to authorised users).

\(^9\) Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active.
On the main page (Figure 39), select a country and/or a category and/or a validation status and/or validity from the lists.

And press the button: a list will be displayed.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1, 2, 3, 4) at the bottom of the list
- To move to the next/previous page, click on the / link at the bottom of the page
- To display more/less items per page, chose the number of items in the list at top of the list
- To print the list, click on the link at the top of the list
- To export the list into an Excel file, click on the link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To view a certification body, click on the “History” field of the certification body you want to view

5.2.1.2.2 Advanced search

The advanced search allows you to find a certification body satisfying multiple criteria.
On the main page (Figure 39), click on the button: a page will be displayed.

![Advanced search](image)

Figure 41

Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 40.

By default, only valid\(^\text{10}\) certification bodies will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or not validated.

The Actor can see not validated certification bodies if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

5.2.1.3 Submitting a new certification body

This feature allows the submission of new certification body. Prior the submission of the certification body the Accreditation/Recognition/Member State Body should be created in the “manage organisation” under the “Reference Data” by ERADIS administrator and a user should be granted with access rights.

On the main page (Figure 39), click on the link: the following page will be displayed.

---

\(^{10}\) Valid certificate means: Validated AND Not Revoked AND Not expired (based on the “Validity To” date) and active
Fill in all the required fields$^{11}$ and press the **Send to ERA** button:

- Initially select a category at section 4.
- Based on the selection at the previous step the field “Please select existing accreditation / recognition / member state body” at section 3 is filtered accordingly.
- All fields with an asterisk are mandatory.
- Under 5 Scope of certification, click on the provided choices only if they are relevant.

$^{11}$ If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition / member state body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- EIN number is required
- Certification Body Registration Number is required
- Organisation Country is required
- Organisation selection is required
- Organisation Name is required
- Organisation Registration Number is required

The specifications of the EIN number are specified in the document “ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011”. Please use the “/” characters as indicated in the document.

If no error occurs, a confirmation message will be displayed:

You can click on the View created certification body link to view the newly created and non-validated certification body: the following page will be displayed.

**ECM Certification Body**

1. ID DATA

   EIN number: FR/307/312/0004

2. CERTIFICATION BODY

   - Name: [Name]
   - Year: [Year]
   - Country: France
   - Postal address: 45, rue de Rivoli
   - City: Paris
   - Post Code: 75001
   - Phone: (+33) 1 33 56 00
   - Fax: (+33) 1 33 56 00
   - Email: [Email]
   - Website: [Website]
   - Registration Number: [Registration Number]

3. ACCREDITATION / RECOGNITION / MEMBER STATE BODY

   - Name: Ministry of Transport
   - Country: France
   - Postal address: 13 rue Fillette
   - City: Paris
   - Post Code: 75001
   - Phone: (+33) 1 33 56 00
   - Fax: (+33) 1 33 56 00
   - Email: [Email]
   - Website: [Website]
   - Registration Number: [Registration Number]

4. CATEGORY OF ECM ACTIVITIES

   - Category: N/A

5. SCOPE OF CERTIFICATION

   - Scope: ECM
   - Category: MS freight wagons
   - Subcategory:

6. APPLICABLE NATIONAL LEGISLATION

   This is based on...

7. VALIDITY

   From: 29/06/2012
   To: 28/02/2013

8. ADDITIONAL INFORMATION

   Date: 17/05/2012

9. ATTACHED FILES

   - build-a-javascript-framework.pdf
   - ECM1managementควบคุมทุกข้อ<br>

10. INFORMATION DETAILS

    Date of amendment: 06/03/2013
    Amendment Reason:

    Figure 43
At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.2.1.4  **Save as template**
You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

5.2.1.5  **Open template**
To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

<table>
<thead>
<tr>
<th>My Certification Bodies Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
</tr>
<tr>
<td>![Icon]</td>
</tr>
<tr>
<td>![Icon]</td>
</tr>
</tbody>
</table>

Where you can choose the template to load by clicking on the ![Icon] icon.

To rename a template, click on the ![Icon] icon. Then click “update” to save changes or “cancel” to cancel changes.

To delete a template, click on the ![Icon] icon. Then confirm action or cancel action.

5.2.1.6  **Add attachments**
You can add electronic attachments to the certification body by pressing the **Attachments** button: the following window will be displayed
To add a file, press the **Browse** button, choose the file to attach and click on the **Upload** button: the added file will be listed as shown in the following figure.
If by mistake the wrong file has been uploaded, you can remove it by clicking on the \( \times \) icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the \( \text{Close} \) button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

To be able to attach documents in a submitted certification body click on the \( \text{Modify Information} \) button.

5.2.1.7 Print a certification body
You can print at any time the information on the screen, by clicking on the \( \text{Print} \) link at the top of the page.

5.2.1.8 Export to PDF
You can export the certification body from the view page (Figure 43), by clicking on the \( \text{Export to PDF form} \) link at the top of the page.

5.2.1.9 Validating a certification body (ERA Safety Administrator only)
This feature allows the ERA internal users with the Safety Administrator role to validate provided certification bodies and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that a certification body will contain new information which was not stored previously within the ERADIS reference data database.
In addition, the ERA users will be able to update existing reference data entries in case that a certification body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary certification body, search for the non-validated certification body and display its properties: a page similar to the one in Figure 43 will be displayed. Press the **Go to Validation task** button: a page like the one in Figure 42 will be displayed, where you can update any relevant field (11) before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.

The Certification Body has been validate successfully.

You can click on the **View registered certification body** link to view the validated certification body: the following page will be displayed

---

**ECM Certification Body**

**1. ID DATA**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN number</td>
<td>EU/10/1135996</td>
</tr>
</tbody>
</table>

**2. CERTIFICATION BODY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>GR_BCM_Org</td>
</tr>
<tr>
<td>Country</td>
<td>Greece</td>
</tr>
<tr>
<td>Postal Code</td>
<td>15121</td>
</tr>
<tr>
<td>Phone</td>
<td>44551321</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:test@test.test">test@test.test</a></td>
</tr>
</tbody>
</table>

**3. ACCREDITATION / RECOGNITION / MEMBER STATE BODY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>GR_BCM_Org</td>
</tr>
<tr>
<td>Country</td>
<td>Greece</td>
</tr>
<tr>
<td>Postal Code</td>
<td>15121</td>
</tr>
<tr>
<td>Phone</td>
<td>44551321</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:test@test.test">test@test.test</a></td>
</tr>
</tbody>
</table>

**4. CATEGORY OF ECM ACTIVITIES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Accredited</td>
</tr>
</tbody>
</table>

**5. SCOPE OF CERTIFICATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>ECM</td>
</tr>
<tr>
<td>Subcategory</td>
<td>Covers other wagons specialised in transport of dangerous goods, Covers tank wagons for dangerous goods</td>
</tr>
</tbody>
</table>

**6. APPLICABLE NATIONAL LEGISLATION**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7. VALIDITY**

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>15/06/2010</td>
</tr>
<tr>
<td>To</td>
<td>29/11/2021</td>
</tr>
</tbody>
</table>

**8. ADDITIONAL INFORMATION**

Date of decision: 28/11/2011

**9. ATTACHED FILES**

No attached files

---

**Figure 44**
At the successful validation of the certification body, a notification message is sent to the submitter of the certification body, to the validator of the certification body and to the emails referenced in the Manage-Notification page under the section “ECM”.

The new status of a certification body becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

For a certification body that has been validated, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

5.2.1.10 Send Email to User
To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 24 will be displayed. Press the button.

![Email Form Image](image)

**Figure 45**
A page similar to the one in Figure 45 will be displayed. Fill any relevant notes for the user in the text area field and press the button. Press the Cancel button for closing the email form.
If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

5.2.1.11 Modifying a certification body
To modify a certification body, search for the non-validated certification body and display its properties: a page like the one in Figure 43 will be displayed. Press the Modify Information button; a page like the one in Figure 42 will be displayed. Update any relevant field (11) and press the Save changes button: a confirmation message will be displayed

The Certification Body has been modified successfully.
View modified certification body

At the successful save of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.2.1.12 Amending a certification body
This feature allows user to amend already issued certification body which has been validated by ERA. All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to amend an existing certification body.

A certification body can be amended if it is not revoked.

To amend a certification body, on the main page (Figure 40) click on the Amend a Certification body link: the following page will be displayed

Amend an existing Certification Body

There are two options to find the certification body for amending.

First option is to enter the “EIN Number” of the certification body you want to amend and press the Open Certification Body button: a page similar to the one in Figure 42 will be displayed.

Second option is to browse available certification bodies for amend. Press the Browse Certification Bodies button: the following page will be displayed

Certification Bodies which can be amended

<table>
<thead>
<tr>
<th>Country</th>
<th>Certification Body Name</th>
<th>EIN Number</th>
<th>Status</th>
<th>Expiry Date</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>France</td>
<td>Bureau Veritas</td>
<td>FR/10102/0001</td>
<td>Unamended</td>
<td>30/09/2012</td>
<td>Recognised</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FR/10102/0002</td>
<td>Unamended</td>
<td>30/09/2012</td>
<td>Recognised</td>
</tr>
<tr>
<td>Greece</td>
<td>Department Head in Road Transport Safety</td>
<td>GR_0000000000</td>
<td>Unamended</td>
<td>30/09/2012</td>
<td>NSA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GR_0000000000</td>
<td>Unamended</td>
<td>30/09/2012</td>
<td>Accredited</td>
</tr>
</tbody>
</table>

Total 4 item(s) found.

Go back to the “Amend Certification Body” page
Select the link in the list and a page similar to the one in Figure 42 will be displayed.

Update any relevant field (11) (please provide also a new EIN number) and press the button: a confirmation message will appear.

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the certification body view its details (Figure 44) and press the button.

For a certification body that has been amended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

5.2.1.13 Suspending a certification body

This feature allows user to suspend already issued and validated certification body.

All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to suspend an existing certification body.

A certification body can be suspended if it is not revoked or suspended.

To suspend a certification body, on the main page (Figure 40) click on the link, browse or search for the certification body to suspend (in the same way as described in §5.2.1.12), update any relevant field (11) (suspended on date, suspension reason, new EIN number) and press the button: a confirmation message will appear.

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the certification body view its details (Figure 44) and press the button.

For a certification body that has been suspended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.
5.2.1.14 Renewing a certification body
This feature allows user to renew already issued certification body which has been validated by ERA.

All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to renew an existing certification body.

A certification body can be renewed if it is not revoked or suspended.

To renew a certification body, on the main page (Figure 40) click on the Renew a Certification body link, browse or search for the certification body to renew (in the same way as described in §5.2.1.12), update any relevant field (11) (please provide also a new EIN number) and press the Send to ERA button: a confirmation message will appear

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the certification body, view its details (Figure 44) and press the button.

For a certification body that has been renewed, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

5.2.1.15 Revoking a certification body
This feature allows user to change status of already issued and validated certification body. All users who belong to the same organisation and country as a certification body issuer, as well as the ERA users, will be able to revoke an existing certification body.

To revoke a certification body, on the main page (Figure 40) click on the Revolve a Certification body link, browse or search for the certification body to revoke (in the same way as described in §5.2.1.12), update any relevant field (11) (revoked on date, revoke reason, new EIN number) and press the Send to ERA button: a confirmation message will appear

At the successful submission of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the certification body, view its details (Figure 44) and press the Revoke Information button.
For a certification body that has been revoked, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the certification body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous certification body.

5.2.1.16 Invalidating a certification body (ERA Safety Administrator only)
To invalidate a certification body, search for the validated certification body, view its details (Figure 44) and press the `Invalidate Information` button: the non-validated version of the certification body is displayed (Figure 43) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.2.1.17 Deleting a certification body (ERA Safety Administrator only)
To delete a certification body, search for the non-validated certification body, view its details (Figure 43) and press the `Delete Information` button: a confirmation message will appear

If confirmation, the below message will appear on the top of the page:

![Success message](image)

At the successful deletion of the certification body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.2.2 Anonymous or non-authorised users

5.2.2.1 Certification bodies main page
The following screenshot displays the certification body main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the Accreditation Body role is not granted
- Any ERA-EXT user for which the Recognition Body role is not granted
- Any ERA-EXT user for which the Member State Body role is not granted
5.2.2.2 Searching for a certification body

5.2.2.2.1 Quick search

The quick search allows you to quickly find a certification body of a certain country and/or of a certain category (all, accredited, recognised, NSA).

On the main page (Figure 46), select a country and/or a category from the lists.

And press the **Search** button: a list will be displayed.

<table>
<thead>
<tr>
<th>Country</th>
<th>Certification Body Name</th>
<th>Status</th>
<th>Date issued</th>
<th>Validity</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>Wagon Care</td>
<td>Revised</td>
<td>31/05/2012</td>
<td>Expired</td>
<td>Accredited, NSA</td>
</tr>
<tr>
<td>France</td>
<td>Bureau Veritas</td>
<td>Amended</td>
<td>30/09/2012</td>
<td>Expired</td>
<td>Recognised</td>
</tr>
<tr>
<td>France</td>
<td>EPSP</td>
<td>Suspended</td>
<td>17/05/2012</td>
<td>Expired</td>
<td>Recognised, NSA</td>
</tr>
<tr>
<td>Greece</td>
<td>Department Head on Inland Transport Safety</td>
<td>Revised</td>
<td>29/04/2012</td>
<td>Expired</td>
<td>NSA</td>
</tr>
<tr>
<td>Greece</td>
<td>GR_ECM_Org</td>
<td>Removed</td>
<td>25/11/2013</td>
<td>Valid</td>
<td>Accredited</td>
</tr>
</tbody>
</table>

Total 6 item(s) found.

**Figure 46**

**Figure 47**
Only valid\textsuperscript{12} certification bodies are displayed in the results.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next / Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the list at top of the list
- To print the list, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To view a certification body, click on the “History” field of the certification body you want to view

\textbf{ECM Certification Body}

\begin{tabular}{|l|l|l|l|}
\hline
1. ID DATA & \\
ECN number & GR/ECM_Org & 6L/09/1115996 & \\
\hline
\end{tabular}

\begin{tabular}{|l|l|l|l|}
\hline
2. CERTIFICATION BODY & \\
Name & GR/ECM_Org & \\
Country & Greece & Postal address & test add & \\
Postal Code & 694 96 & City & test add & \\
Phone & 44553321 & Fax & 32432432 & \\
Email & test@test.de & Website & \\
Registration Number & \\
\hline
\end{tabular}

\begin{tabular}{|l|l|l|l|}
\hline
3. ACCREDITATION / RECOGNITION / MEMBER STATE BODY & \\
Name & GR/ECM_Org & \\
Country & Greece & Postal address & test add & \\
Postal Code & 694 96 & City & test add & \\
Phone & 44553321 & Fax & 32432432 & \\
Email & test@test.de & Website & \\
Registration Number & \\
\hline
\end{tabular}

\begin{tabular}{|l|l|}
\hline
4. CATEGORY OF ECM ACTIVITIES & \\
Category & Accredited & \\
\hline
\end{tabular}

\begin{tabular}{|l|l|}
\hline
5. SCOPE OF CERTIFICATION & \\
Scope & ECM & \\
Category & PC Freight wagons & \\
Subcategory & Covers other wagons specialised in transport of dangerous goods, Covers tank wagons for dangerous goods & \\
\hline
\end{tabular}

\begin{tabular}{|l|}
\hline
6. APPLICABLE NATIONAL LEGISLATION & \\
\hline
\end{tabular}

\begin{tabular}{|l|l|}
\hline
7. VALIDITY & \\
From: 15/06/2010 & to: 25/11/2021 & \\
\hline
\end{tabular}

\begin{tabular}{|l|}
\hline
8. ADDITIONAL INFORMATION & \\
Date of decision: 26/11/2013 & \\
\hline
\end{tabular}

\begin{tabular}{|l|}
\hline
9. ATTACHED FILES & \\
No attached files & \\
\hline
\end{tabular}

\textbf{Figure 48}

\textsuperscript{12} Valid certification body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.
5.2.2.2  Advanced search

The advanced search allows you to find a certification body satisfying multiple criteria.

On the main page (Figure 46), click on the search button: a page will be displayed.

![Advanced search](image)

Figure 49

Fill in the search criteria and click on the search button: a list will be displayed as shown in Figure 47.

By default, only valid certification bodies will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certification bodies which are validated and may be inactive, or expired or revoked or suspended.

5.2.2.3  Print a certification body

You can print at any time the information on the screen, by clicking on the print link at the top of the page.

5.2.2.4  Export to PDF

You can export the certification body document from view page (Figure 48), by clicking on the Export to PDF link at the top of the page.

5.3  Certificates

5.3.1  ECM Certificates

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for ECM certificates</td>
</tr>
<tr>
<td>User Category</td>
<td>User Role</td>
<td>Allowed Actions</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validate/invalidate/delete ECM certificates</td>
</tr>
<tr>
<td>ERA-EXT ECM</td>
<td>NSA acting as certification body</td>
<td>Search for ECM certificates</td>
</tr>
<tr>
<td></td>
<td>Certification body</td>
<td>View ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing ECM certificates</td>
</tr>
<tr>
<td>ERA Administrator</td>
<td></td>
<td>Search for ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View ECM certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activate/deactivate ECM certificates</td>
</tr>
<tr>
<td>Anonymous</td>
<td></td>
<td>Search for ECM certificates</td>
</tr>
<tr>
<td>Non-Authorised User</td>
<td></td>
<td>View ECM certificates</td>
</tr>
</tbody>
</table>

Each submitted/suspended/renewed/amended/revoked ECM certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated ECM certificates.

### 5.3.1.1 Authorised users

#### 5.3.1.1.1 ECM certificates main page

The following screenshot displays the ECM certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted.
- Any ERA-EXT user for which the NSA acting as certification body role is granted. Among these users, only those who belong to the same organisation as the ECM certificate issuer have the authority to suspend/amend/modify/renew/revoke.
- Any ERA-EXT user for which the Certification Body role is granted. Among these users, only those who belong to the same organisation as the ECM certificate issuer have the authority to suspend/amend/modify/renew/revoke.
5.3.1.1.2 Searching for an ECM certificate

5.3.1.1.2.1 Quick search
The quick search allows you to quickly find an ECM certificate of a certain country and/or in a certain validation status (validated, not validated) and/or certain validity (valid\(^\text{13}\), all).

On the main page (Figure 50), select an ECM country and/or a validation status and/or validity from the lists.

---

\(^{13}\) Valid ECM Certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.
And press the **Search** button: a list will be displayed.

**Figure 51**

The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- **To move to the next/previous page**, click on the **Next** / <Previous link at the bottom of the page
- **To display more/less items per page**, chose the number of items in the **Items per page** 10 list at top of the list
- **To print the list**, click on the **Print** link at the top of the list
- **To export the list** into an Excel file, click on the **Expert to Excel** link at the top of the list
- **To sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- **To view an ECM certificate**, click on the “History” field of the ECM certificate you want to view
- **To open an attachment**, click on the attachment’s name
5.3.1.1.2.2  Advanced search

The advanced search allows you to find an ECM certificate satisfying multiple criteria.

On the main page (Figure 50), click on the button: a page will be displayed.

![Advanced search interface](image)

**Figure 52**

Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 51.

By default, only valid certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

The Actor can see not validated certificates if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

---

14 Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active
5.3.1.1.3 Submitting a new ECM certificate

This feature allows the submission of new ECM certificate.

On the main page (Figure 50), click on the "Submit a new ECM Certificate" link: the following page will be displayed.
Submit a new ECM Declaration

Nota:
- For the fields marked by an asterisk, information is mandatory
- For the fields marked by two asterisks, information in at least one field is required

ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE

1. CERTIFICATE TYPE
This is a
- 1.1 ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE
- 1.2 ECM MoU Certificate
- 1.3 Maintenance Functions Certificate

2. INFORMATION OF THE CERTIFIED ENTITY
2.1 Country** Please select... x
2.2 Please select an existing ECM Other...
2.3 Legal title** 2.4 Commercial designation or acronym
2.5 Street address** 2.6 Postal code**
2.7 City**
2.8 Registration business number** 2.9 VAT No**

3. CERTIFICATION BODY
3.1 Country** Please select... x
3.2 Please select an existing Certification Body Other...
3.3 Legal title** 3.4 Certification body reference number*
3.5 Street address** 3.6 Postal code**
3.7 City**

4. CERTIFICATE INFORMATION
4.1 Certificate type New
4.2 ECM identification number of the previous certificate
4.3 Valid from 4.4 Valid to
4.5 Type of company* Railway undertaking Infrastructure manager Other
Maintenance supplier Manufacturer Other

5. SCOPE
5.1 Category* CR freight wagons HS freight wagons CR Loc CR Multiple Units CR
Passenger carriages HS vehicles OTMs Other
5.2 Subcategory Covers tank wagons for dangerous goods Covers other wagons specialised in transport of dangerous goods

6. OTHER
6.1 Additional Information

Date issued

Internal Reference Number (EIN number)*

ATTACHED FILES

Figure 53
Fill in all the required fields[^15] and press the **Send to ERA** button.

The fields with the asterisk are mandatory.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- Certification Body reference number is required
- Type of company is required
- Scope Category is required
- Date Issued is required
- Internal reference number is required

**Important note:** In field “Internal reference number” please add the EIN number of the ECM certificate. The specifications of the EIN number are specified in the document “ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011”. Please use the “/” characters as indicated in the document.[^16]

If no error occurs, a confirmation message will be displayed:

![The ECM Declaration has been created successfully. View created ECM Declaration](image)

You can click on the [View created ECM Declaration](image) link to view the newly created and non-validated ECM certificate: the following page will be displayed.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

[^15]: If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing Certification Body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

[^16]: For ECM declarations when we refer in the manual to the EIN number, this is always the number which exists in the field “Internal reference number”.

---

[version 0.17 – 2017-10-30]
5.3.1.1.4 Save as template
You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

5.3.1.1.5 Open template
To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

### My ECM Declarations Templates

<table>
<thead>
<tr>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>template_7596</td>
</tr>
<tr>
<td>new_template_9325</td>
</tr>
<tr>
<td>erdisuser20_1869</td>
</tr>
</tbody>
</table>

Where you can choose the template to load by clicking on the **icon.**
To rename a template, click on the icon. Then click “update” to save changes or “cancel” to cancel changes.

To delete a template, click on the icon. Then confirm action or cancel action.

5.3.1.1.6 Add attachments

You can add electronic attachments to the ECM certificate by pressing the button: the following window will be displayed.

To add a file, press the button, choose the file to attach.

And click on the button: the added file will be listed as shown in the following figure.
If by mistake the wrong file has been uploaded, you can remove it by clicking on the \( \times \) icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the Close button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

To be able to attach documents in a submitted ECM certificate click on the Modify this Certificate button.

5.3.1.1.7 Print an ECM certificate
You can print at any time the information on the screen, by clicking on the Print link at the top of the page.

5.3.1.1.8 Save an ECM certificate to an Excel file
You can export at any time the information on the screen into an Excel file, by clicking on the Save to file link at the top of the page.

You may choose this function in order to send the ECM certificate to ERA by email or to keep it for local storage.

5.3.1.1.9 Export to PDF
You can export the ECM certificate from view page (Figure 54), by clicking on the Export to PDF form link at the top of the page.

5.3.1.1.10 Validating an ECM certificate (ERA Safety Administrator only)
This feature allows the ERA internal users with the Safety Administrator role to validate provided ECM certificates and make them publicly available on the ERADIS web site.
During the process of validation the ERA users will be able to create new reference data entries in case that an ECM certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 53 will be displayed, where you can update any relevant field (15) before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.

You can click on the **View registered ECM Declaration** link to view the validated ECM Certificate: the following page will be displayed.

---

**Figure 55**
At the successful validation of the ECM certificate, a notification message is sent to the submitter of the ECM certificate, to the validator of the ECM certificate and to the emails referenced in the Manage-Notification page under the section “ECM”.

The new status of an ECM certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

5.3.1.1.11 Send Email to User
To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the button.

![Figure 54](image)

**Figure 56**
A page similar to the one in Figure 56 will be displayed. Fill any relevant notes for the user in the text area field and press the button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

5.3.1.1.12 Modifying an ECM certificate
To modify an ECM certificate, search for the non-validated ECM certificate and display its properties: a page similar to the one in Figure 54 will be displayed. Press the
Modify this Certificate button; a page similar to the one in Figure 53 will be displayed.

Update any relevant field (15) and press the Save changes button: a confirmation message will be displayed.

The ECM Declaration has been modified successfully.

At the successful save of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section "ECM".

5.3.1.1.13 Amending an ECM certificate

This feature allows user to amend already issued ECM certificate which has been validated by ERA. All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to amend an existing ECM certificate.

An ECM certificate can be amended if it is not revoked.

To amend an ECM certificate, on the main page (Figure 50) click on the Amend an ECM Certificate link: the following page will be displayed.

Amend an existing ECM Declaration

There are two options to find the ECM certificate for amending.

First option is to enter the “Internal Reference Number” of the ECM certificate you want to amend and press the Open ECM Declaration button: a page similar to the one in Figure 53 will be displayed.

Second option is to browse available ECM certificates for amend. Press the Browse ECM Declarations button: the following page will be displayed.

Select amend link in the list and a page similar to the one in Figure 53 will be displayed.
Update any relevant field (15) (please provide also a new EIN number) and press the **Send to ERA** button: a confirmation message will appear.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the **Amend Certificate** button.

For an ECM certificate that has been amended, a new entry will be created within the ERADIS system.

5.3.1.1.14 Suspending an ECM certificate
This feature allows user to suspend already issued and validated ECM certificate.

All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to suspend an existing ECM certificate.

An ECM certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 50) click on the **X Suspend an ECM Certificate** link, browse or search for the ECM certificate to suspend (in the same way as described in §5.3.1.1.13), update any relevant field (15) (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button: a confirmation message will appear.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM certificate view its details (Figure 55) and press the **Suspend Certificate** button.

For an ECM certificate that has been suspended, a new entry will be created within the ERADIS system.

5.3.1.1.15 Renewing an ECM certificate
This feature allows user to renew already issued ECM certificate which has been validated by ERA.

All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to renew an existing ECM certificate.

An ECM certificate can be renewed if it is not revoked or suspended.
To renew an ECM certificate, on the main page (Figure 50) click on the link, browse or search for the ECM certificate to renew (in the same way as described in §5.3.1.1.13), update any relevant field (15) (please provide also a new EIN number) and press the button: a confirmation message will appear.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the button.

For an ECM certificate that has been renewed, a new entry will be created within the ERADIS system.

5.3.1.1.16 Revoking an ECM certificate
This feature allows user to change status of already issued and validated ECM certificate. All users who belong to the same organisation and country as an ECM certificate issuer, as well as the ERA users, will be able to revoke an existing ECM certificate.

To revoke an ECM certificate, on the main page (Figure 50) click on the link, browse or search for the ECM certificate to revoke (in the same way as described in §5.3.1.1.13), update any relevant field (15) (revoked on date, revoke reason, new EIN number) and press the button: a confirmation message will appear.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM certificate, view its details (Figure 55) and press the button.

For an ECM certificate that has been revoked, a new entry will be created within the ERADIS system.

5.3.1.1.17 Invalidating an ECM certificate (ERA Safety Administrator only)
To invalidate an ECM certificate, search for the validated ECM certificate, view its details (Figure 55) and press the button: the non-validated version of the ECM certificate is displayed (Figure 54) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

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5.3.1.18 Deleting an ECM certificate (ERA Safety Administrator only)  
To delete an ECM certificate, search for the non-validated ECM certificate, view its details (Figure 54) and press the [Delete Information] button: a confirmation message will appear.  

If confirmation, the below message will appear on the top of the page:

[The ECM Declaration has been deleted successfully.]

At the successful deletion of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.1.19 Downloading an electronic form  
In case the user prefers to submit a new declaration by using an MS Excel form to be filled in offline, instead of using the web based form, the ERADIS will allow downloading of an appropriate electronic version of the form.

To download the electronic form, on the main page (Figure 50) click on the [Download electronic form] link:

Download ECM Certificates electronic questionnaire  
This form allows download of an ECM Certificates electronic questionnaire in Microsoft Excel format.

NOTE: Please note that you shall respect the exact structure of the downloaded MS Excel file as well as structure of a generated workbook that you will upload in order to submit new certificate declarations. The PCR system will validate and reject the submitted MS excel file in case that structural changes have been made.

And press the [Download] button: you will be prompted to save the file.

5.3.1.20 Filling in an electronic questionnaire  
To fill in offline the previously downloaded electronic questionnaire (see §5.3.1.19), open it in Excel.

Depending on the Excel version:

- The following warning appears on the top of the Excel sheet:

  [Security Warning: Macros have been disabled.]

  Click on “options”

- The following dialog appears
Select the “Enable this content” option and click on the “OK” button.

The MS Excel is ready for editing.

Fill in all the required fields and then press the [Save] button. In case of no error, a message will be displayed:
Click on the “OK” button. An informative message will be displayed upon successful save.

- You may also print the file upon clicking on the button, if you have previously selected the “Printed and Saved” option at the bottom of the Excel file.

5.3.1.1.21 Uploading an electronic form

After filling in the electronic form (see § 5.3.1.1.20), the user will be able to send the saved information to the ERADIS system (obviously ERA has to validate information before it goes on the public). The ERADIS system will populate the provided information and inform the user about operation success. The user will be able to use a web based form in case that he/she will need to update some of provided information. According to the provided form the ERADIS will automatically identify if the user is creating a new ECM certificate or amending, renewing, suspending or revoking an existing ECM certificate.

To upload an electronic form filled in offline, on the main page (Figure 50) click on the link, browse for the file

And press the button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s);
- If no error occurs, a confirmation message will be displayed.

At the successful submission of the ECM certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

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5.3.1.2 Anonymous or non-authorised users

5.3.1.2.1 ECM certificates main page

The following screenshot displays the ECM certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

Figure 57
5.3.1.2.2 Searching for an ECM certificate

5.3.1.2.2.1 Quick search

The quick search allows you to quickly find an ECM certificate of a certain country.

On the main page (Figure 57), select a country from the list.

![Quick search interface](image)

And press the **Search** button: a list will be displayed.

![ECM certification search results](image)

Only valid certificates are displayed in the results.

The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- **To move to the next/previous page**, click on the **Next** / **Previous** link at the bottom of the page.
- **To display more/less items per page**, chose the number of items in the list at top of the list.
- **To print the list**, click on the **Print** link at the top of the list.
- **To export the list** into an Excel file, click on the **Export to Excel** link at the top of the list.

---

17 Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active.
• To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking.

• To **view an ECM certificate**, click on the “History” field of the ECM certificate you want to view.

• To **open an attachment**, click on the attachment’s name.

### ECM Certificate


<table>
<thead>
<tr>
<th><strong>1. CERTIFIED ENTITY IN CHARGE OF MAINTENANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Title:</strong> Société Nationale des Chemins de fer Français</td>
</tr>
<tr>
<td><strong>Commercial designation or acronym (voluntary):</strong> SNCF</td>
</tr>
<tr>
<td><strong>City:</strong> Paris</td>
</tr>
<tr>
<td><strong>Registration number:</strong> 001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. CERTIFICATION BODY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Title:</strong> Wagons Cycles</td>
</tr>
<tr>
<td><strong>Street Address:</strong> Address to</td>
</tr>
<tr>
<td><strong>City:</strong> Brussels</td>
</tr>
<tr>
<td><strong>Certification body reference number:</strong> BE/39/0113/006</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>3. CERTIFICATE INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of company:</strong> Railway undertaking</td>
</tr>
<tr>
<td><strong>Date issued:</strong> 20/02/2012</td>
</tr>
<tr>
<td><strong>ECM Identification Number:</strong> 00199999999999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4. SCOPE OF ECM ACTIVITIES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECM freight wagons</strong></td>
</tr>
<tr>
<td><strong>HS freight wagons</strong></td>
</tr>
<tr>
<td><strong>Cover tank wagons for dangerous goods</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>5. ADDITIONAL INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>** Docs**</td>
</tr>
</tbody>
</table>

**Date issued**: 20/02/2012

**Internal reference number**: BE/39/0113/006

**Attachments**: No attached files

---

**Figure 59**

5.3.1.2.2  **Advanced search**

The advanced search allows you to find an ECM certificate satisfying multiple criteria.

On the main page (Figure 57), click on the **Advanced search** button: a page will be displayed.
Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 58.

By default, only valid certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are validated and may be inactive, or expired or revoked or suspended.

5.3.1.2.3 **Activate / Deactivate an ECM certificate (ERA Administrator only)**

When viewing the details of an ECM certificate (Figure 59), the ERA Administrator has the option to deactivate the ECM certificate (in case the ECM certificate is active) or activate it (in case the ECM certificate is inactive) by clicking on the **Deactivate Certificate** button or **Activate Certificate** button respectively, available at the bottom of the page.

5.3.1.2.4 **Print an ECM certificate**

You can print at any time the information on the screen, by clicking on the **Print** link at the top of the page.

5.3.1.2.5 **Export to PDF**

You can export the ECM certificate from view page (Figure 59), by clicking on the **Export to PDF form** link at the top of the page.
### 5.3.2 ECM MoU Certificates

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for ECM MoU certificates, View ECM MoU certificates, Submit new ECM certificates, Suspend/amend/modify/revoke existing ECM MoU certificates, Validate/invalidate/delete ECM MoU certificates</td>
</tr>
<tr>
<td>ERA Administrator</td>
<td></td>
<td>Search for ECM MoU certificates, View ECM MoU certificates, Activate/deactivate ECM MoU certificates</td>
</tr>
<tr>
<td>Anonymous Non-Authorised User</td>
<td></td>
<td>Search for ECM MoU certificates, View ECM MoU certificates</td>
</tr>
</tbody>
</table>

Each submitted/suspended/amended/revoked ECM MoU certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated ECM MoU certificates.

#### 5.3.2.1 Authorised users

#### 5.3.2.1.1 ECM MoU certificates main page

The following screenshot displays the ECM MoU certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted

![ECM MoU Certificate Database](image)

**Figure 61**
5.3.2.1.2 Searching for an ECM MoU certificate

5.3.2.1.2.1 Quick search

The quick search allows you to quickly find an ECM MoU certificate of a certain country and/or in a certain validation status (all, validated, not validated) and or in certain validity (all, valid\(^{18}\)).

On the main page (Figure 61), select an ECM country and/or a validation status from the lists.

![Quick Search](image)

And press the **Search** button: a list will be displayed.

![MoU Certificates search results](image)

Figure 62

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the Next> / <Previous link at the bottom of the page
- To **display more/less items per page**, choose the number of items in the Items per page 10 list at top of the list
- To **print the list**, click on the Print link at the top of the list
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list

---

\(^{18}\) Valid certificate means: Validated AND Active AND Not Revoked AND Not Suspended AND Not Expired (based on “Validity To” date)
To **sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the country and then by the Railway Undertaking.

To **view an ECM MoU certificate**, click on the “History” field of the ECM MoU certificate you want to view.

To **open an attachment**, click on the attachment’s name.

### 5.3.2.1.2.2 Advanced search

The advanced search allows you to find an ECM MoU certificate satisfying multiple criteria.

On the main page (Figure 61), click on the **Advanced search** button: a page will be displayed.

#### ECM Declarations Advanced Search

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Search for</th>
<th>Valid status</th>
<th>Validation country</th>
<th>Any Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY IN CHARGE OF MAINTENANCE CERTIFICATE</td>
<td></td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECM MoU Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Functions Certificate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### INFORMATION OF THE CERTIFIED ENTITY

<table>
<thead>
<tr>
<th>Legal title</th>
<th>Commercial designation or synonym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration number</td>
<td>VAT No.</td>
</tr>
</tbody>
</table>

#### CERTIFICATION BODY

<table>
<thead>
<tr>
<th>Legal title</th>
<th>Certification body reference number</th>
</tr>
</thead>
</table>

#### CERTIFICATE INFORMATION

<table>
<thead>
<tr>
<th>Certificate type</th>
<th>Valid from</th>
<th>Valid to</th>
<th>All</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECM MoU Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Functions Certificate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SCOPE

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rail freight wagons</td>
<td>Covers tank wagons for dangerous goods</td>
</tr>
<tr>
<td>HS freight wagons</td>
<td>Covers other wagons specialised in transport of dangerous goods</td>
</tr>
</tbody>
</table>

By default, only valid\(^{19}\) certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are inactive, or expired or revoked or suspended or not validated.

\(^{19}\) Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active
The Actor can see not validated certificates if he/she belongs to the issuing organisation referenced in the document or that he/she has the role ERA Safety User.

5.3.2.1.3 Submitting a new ECM MoU certificate (ERA Safety Administrator only)
This feature allows the submission of new ECM MoU certificate.

On the main page (Figure 61), click on the Submit a new ECM MoU Certificate link: the following page will be displayed.
Fill in all the required fields (15) and press the **Send to ERA** button.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
• EU Identification Number is required
• Type of company is required
• Maintenance is required
• Scope Category is required
• Internal reference number is required

All fields with an asterisk are mandatory.

The specifications of the EIN number are specified in the document “ECM certification – Structure of an EIN for ECM certificate and other certificates defined in European Legislation 445/2011 of 10 May 2011”. Please use the “/” characters as indicated in the document.

If no error occurs, a confirmation message will be displayed:

The ECM Declaration has been created successfully.
View created ECM Declaration

You can click on the View created ECM Declaration link to view the newly created and non-validated ECM MoU certificate: the following page will be displayed.

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Figure 65
5.3.2.1.4 Save as template
You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new declaration. It is not necessary to fill in all the fields to save a template: also incomplete declarations can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

5.3.2.1.5 Open template
To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

<table>
<thead>
<tr>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>template_7536</td>
</tr>
<tr>
<td>new_template_9325</td>
</tr>
<tr>
<td>ordisuser20_1869</td>
</tr>
</tbody>
</table>

Where you can choose the template to load by clicking on the **icon**.

To rename a template, click on the **icon. Then click “update” to save changes or “cancel” to cancel changes.

To delete a template, click on the **icon. Then confirm action or cancel action.

5.3.2.1.6 Add attachments
You can add electronic attachments to the ECM MoU certificate by pressing the **Attachments** button: the following window will be displayed

To add a file, press the **Browse...** button, choose the file to attach
And click on the **Upload** button: the added file will be listed as shown in the following figure.

If by mistake the wrong file has been uploaded, you can remove it by clicking on the **×** icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

To be able to attach documents in a submitted ECM MoU certificate click on the **Modify this Certificate** button.

### 5.3.2.1.7 Print an ECM MoU certificate

You can print at any time the information on the screen, by clicking on the **Print** link at the top of the page.
Save an ECM MoU certificate to an Excel file

You can export at any time the information on the screen into an Excel file, by clicking on the "Save to file" link at the top of the page.

You may choose this function in order to send the licence to ERA by email or to keep it for local storage.

Export to PDF

You can export the ECM MoU certificate from view page (Figure 65), by clicking on the "Export to PDF form" link at the top of the page.

Validating an ECM MoU certificate (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided ECM MoU certificates and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that an ECM MoU certificate will contain new information on the certified entity which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an ECM MoU certificate will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.

To validate a temporary ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the "Go to Validation task" button: a page similar to the one in Figure 64 will be displayed, where you can update any relevant field (15) before final validation.

To cancel validation, click on the "Undo changes" button.

To confirm validation, click on the "Validate" button: a confirmation message will be displayed.

You can click on the "View registered ECM Declaration" link to view the validated ECM MoU Certificate: the following page will be displayed.
At the successful validation of the ECM MoU certificate, a notification message is sent to the submitter of the ECM MoU certificate, to the validator of the ECM MoU certificate and to the emails referenced in the Manage-Notification page under the section “ECM”.

The new status of an ECM MoU certificate becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

5.3.2.1.11 Send Email to User
To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the button.
5.3.2.1.12 Modifying an ECM MoU certificate (ERA Safety Administrator only)

To modify an ECM MoU certificate, search for the non-validated ECM MoU certificate and display its properties: a page similar to the one in Figure 65 will be displayed. Press the **Modify this Certificate** button; a page similar to the one in Figure 64 will be displayed. Update any relevant field (15) and press the **Save changes** button: a confirmation message will be displayed.

At the successful save of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

---

**Figure 67**

A page similar to the one in Figure 67 will be displayed. Fill any relevant notes for the user in the text area field and press the **Send Email** button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.
5.3.2.1.13 Amending an ECM MoU certificate (ERA Safety Administrator only)

This feature allows a user to amend already issued ECM MoU certificate which has been validated by ERA.

An ECM MoU certificate can be amended if it is not revoked.

To amend an ECM MoU certificate, on the main page (Figure 61) click on the **Amend an ECM MoU Certificate** link: the following page will be displayed

### Amend an existing ECM Declaration

This page allows you to easily find an ECM MoU Declaration you would like to amend. You may find declarations by specifying search criteria or by browsing all of the declarations which you can amend.

<table>
<thead>
<tr>
<th>Internal Reference Number</th>
<th>Open ECM Declaration</th>
</tr>
</thead>
</table>

There are two options to find the ECM MoU certificate for amending.

First option is to enter the “Internal Reference Number” of the ECM MoU certificate you want to amend and press the **Open ECM Declaration** button: a page similar to the one in Figure 64 will be displayed.

Second option is to browse available ECM MoU certificates for amend. Press the **Browse ECM Declarations** button: the following page will be displayed

### ECM Declaration which can be amended

<table>
<thead>
<tr>
<th>Country</th>
<th>Company Name</th>
<th>EU Identification Number</th>
<th>Date of Issue</th>
<th>Type of Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>SBE CARGO</td>
<td>EU/34/7712/7777</td>
<td>20/11/2011</td>
<td>Railway Undertaking</td>
</tr>
<tr>
<td>France</td>
<td>Société Nationale des Chemins de fer Français</td>
<td>FR/34/0112/0001</td>
<td>30/06/2012</td>
<td>Railway Undertaking</td>
</tr>
</tbody>
</table>

Total 2 item(s) found.

Go back to the "amend ECM Declaration" page

Select the **amend** link in the list and a page similar to the one in Figure 64 will be displayed.

Update any relevant field (15) (please provide also a new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear

The ECM Declaration has been amended successfully. View amended ECM Declaration

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the **Amend Certificate** button.

For an ECM MoU certificate that has been amended, a new entry will be created within the ERADIS system.
5.3.2.1.14 Suspending an ECM MoU certificate (ERA Safety Administrator only)
This feature allows user to suspend already issued and validated ECM MoU certificate. Only ERA users are able to suspend an existing ECM MoU certificate.

An ECM MoU certificate can be suspended if it is not revoked or suspended.

To suspend an ECM certificate, on the main page (Figure 61) click on the **Suspend an ECM MoU Certificate** link, browse or search for the ECM MoU certificate to suspend (in the same way as described in §5.3.2.1.13), update any relevant field (15) (suspended on date, suspension reason, new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear.

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM MoU certificate view its details (Figure 66) and press the **Suspend Certificate** button.

For an ECM MoU certificate that has been suspended, a new entry will be created within the ERADIS system.

5.3.2.1.15 Revoking an ECM MoU certificate (ERA Safety Administrator only)
This feature allows user to change status of already issued and validated ECM MoU certificate. Only the ERA users are able to revoke an existing ECM MoU certificate.

To revoke an ECM MoU certificate, on the main page (Figure 61) click on the **Revoke an ECM MoU Certificate** link, browse or search for the ECM MoU certificate to revoke (in the same way as described in §5.3.2.1.13), update any relevant field (15) (revoked on date, revoke reason, new EU Identification Number) and press the **Send to ERA** button: a confirmation message will appear.

At the successful submission of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

Another way to perform this task is to search for the ECM MoU certificate, view its details (Figure 65) and press the **Revoke Certificate** button.

For an ECM MoU certificate that has been revoked, a new entry will be created within the ERADIS system.

5.3.2.1.16 Invalidating an ECM MoU certificate (ERA Safety Administrator only)
To invalidate an ECM MoU certificate, search for the validated ECM MoU certificate, view its details (Figure 66) and press the **Invalidate Certificate** button: the non-validated version of
the ECM MoU certificate is displayed (Figure 65) and the new available actions (buttons) are presented at the bottom of the page.

At the successful invalidation of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.2.1.17 Deleting an ECM MoU certificate (ERA Safety Administrator only)
To delete an ECM MoU certificate, search for the non-validated ECM MoU certificate, view its details (Figure 65) and press the button: a confirmation message will appear.

If confirmation, the below message will appear on the top of the page:

![The ECM Declaration has been deleted successfully.]

At the successful deletion of the ECM MoU certificate, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.3.2.2 Anonymous or non-authorised users

5.3.2.2.1 ECM MoU certificates main page
The following screenshot displays the ECM MoU Certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted

![Figure 68 ECM MoU Certificate Database](image-url)
5.3.2.2.2 Searching for an ECM MoU certificate

5.3.2.2.1 Quick search
The quick search allows you to quickly find an ECM MoU certificate of a certain country.

On the main page (Figure 68), select a country from the list.

And press the button: a list will be displayed.

![Quick Search](image)

The search results are grouped in pages:

- To go to a specific page, click on the page number (1, 2, 3, 4) at the bottom of the list.
- To move to the next/previous page, click on the Next / Previous link at the bottom of the page.
- To display more/less items per page, chose the number of items in the list at top of the list.
- To print the list, click on the Print link at the top of the list.
- To export the list into an Excel file, click on the Export to Excel link at the top of the list.
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking.
- To view an ECM MoU certificate, click on the “History” field of the ECM MoU certificate you want to view.
- To open an attachment, click on the attachment’s name.
5.3.2.2.2 Advanced search

The advanced search allows you to find an ECM MoU certificate satisfying multiple criteria.

On the main page (Figure 68), click on the Advanced search button: a page will be displayed.
Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 69.

By default, only valid certificates will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display certificates which are validated and may be inactive, or expired or revoked or suspended.

### 5.3.2.2.3 Activate / Deactivate ECM MoU certificate (ERA Administrator only)

When viewing the details of an ECM MoU certificate (Figure 70), the ERA Administrator has the option to deactivate the ECM MoU certificate (in case the ECM MoU certificate is active) or activate it (in case the ECM MoU certificate is inactive) by clicking on the **Deactivate Certificate** button or **Activate Certificate** button respectively, available at the bottom of the page.

### 5.3.2.2.4 Print an ECM MoU certificate

You can print at any time the information on the screen, by clicking on the **Print** link at the top of the page.

### 5.3.2.2.5 Export to PDF

You can export the ECM MoU certificate from view page (Figure 70), by clicking on the **Export to PDF** link at the top of the page.

### 5.3.3 Maintenance functions certificates

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new Maintenance functions certificates</td>
</tr>
<tr>
<td>User Category</td>
<td>User Role</td>
<td>Allowed Actions</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Validate/invalidate/delete Maintenance functions certificates</td>
</tr>
<tr>
<td>ERA-EXT ECM</td>
<td>NSA acting as certification body Certification body</td>
<td>Search for Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing Maintenance functions certificates</td>
</tr>
<tr>
<td>ERA Administrator</td>
<td></td>
<td>Search for Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Maintenance functions certificates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Activate/deactivate Maintenance functions certificates</td>
</tr>
<tr>
<td>Anonymous</td>
<td></td>
<td>Search for Maintenance functions certificates</td>
</tr>
<tr>
<td>Non-Authorised User</td>
<td></td>
<td>View Maintenance functions certificates</td>
</tr>
</tbody>
</table>

Each submitted/suspended/renewed/amended/revoked maintenance functions certificate will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated maintenance functions certificates.

### 5.3.3.1 Authorised users

#### 5.3.3.1.1 Maintenance functions certificates main page

The following screenshot displays the maintenance functions certificates main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA acting as certification body role is granted. Among these users, only those who belong to the same organisation as the maintenance functions certificate issuer have the authority to suspend/amend/modify/renew/revoke
- Any ERA-EXT user for which the Certification Body role is granted. Among these users, only those who belong to the same organisation as the maintenance functions certificate issuer have the authority to suspend/amend/modify/renew/revoke
5.3.3.1.2 Searching for a maintenance function certificate

5.3.3.1.2.1 Quick search
The process is similar to the one described in §5.3.1.1.2.1 for the ECM certificate.

5.3.3.1.2.2 Advanced search
The process is similar to the one described in §5.3.1.1.2.2 for the ECM certificate.

5.3.3.1.3 Submitting a new maintenance function certificate
The process is similar to the one described in §5.3.1.1.3 for the ECM certificate.

5.3.3.1.4 Save as template
The process is similar to the one described in §5.3.1.1.4 for the ECM certificate.

5.3.3.1.5 Open template
The process is similar to the one described in §5.3.1.1.5 for the ECM certificate.

5.3.3.1.6 Add attachments
The process is similar to the one described in §5.3.1.1.6 for the ECM certificate.

5.3.3.1.7 Print a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.7 for the ECM certificate.

5.3.3.1.8 Save a maintenance functions certificate to an Excel file
The process is similar to the one described in §5.3.1.1.8 for the ECM certificate.

5.3.3.1.9 Export to PDF
The process is similar to the one described in §5.3.1.1.9 for the ECM certificate.

5.3.3.1.10 Validating a maintenance functions certificate (ERA Safety Administrator only)
The process is similar to the one described in §5.3.1.1.10 for the ECM certificate.
5.3.3.1.11 Send Email to user
The process is similar to the one described in §5.3.1.1.11 for the ECM certificate.

5.3.3.1.12 Modifying a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.12 for the ECM certificate.

5.3.3.1.13 Amending a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.13 for the ECM certificate.

5.3.3.1.14 Suspending a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.14 for the ECM certificate.

5.3.3.1.15 Renewing a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.15 for the ECM certificate.

5.3.3.1.16 Revoking a maintenance functions certificate
The process is similar to the one described in §5.3.1.1.16 for the ECM certificate.

5.3.3.1.17 Invalidating a maintenance functions certificate (ERA Safety Administrator only)
The process is similar to the one described in §5.3.1.1.17 for the ECM certificate.

5.3.3.1.18 Deleting a maintenance functions certificate (ERA Safety Administrator only)
The process is similar to the one described in §5.3.1.1.18 for the ECM certificate.

5.3.3.1.19 Downloading an electronic form
The process is similar to the one described in §5.3.1.1.19 for the ECM certificate.

5.3.3.1.20 Filling in an electronic questionnaire
The process is similar to the one described in §5.3.1.1.20 for the ECM certificate.

5.3.3.1.21 Uploading an electronic form
The process is similar to the one described in §5.3.1.1.21 for the ECM certificate.

5.3.3.2 Anonymous or non-authorised users

5.3.3.2.1 Maintenance functions certificates main page
The following screenshot displays the maintenance functions certificates main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted
5.3.3.2.2 Searching for a maintenance function certificate

5.3.3.2.2.1 Quick search
The process is similar to the one described in §5.3.1.2.2.1 for the ECM certificate.

5.3.3.2.2.2 Advanced search
The process is similar to the one described in §5.3.1.2.2.2 for the ECM certificate.

5.3.3.2.3 Activate / Deactivate maintenance functions certificate
The process is similar to the one described in §5.3.1.2.3 for the ECM certificate.

5.3.3.2.4 Print a maintenance functions certificate
The process is similar to the one described in §5.3.1.2.4 for the ECM certificate.

5.3.3.2.5 Export to PDF
The process is similar to the one described in §5.3.1.2.5 for the ECM certificate.

5.3.4 Statistics

5.3.4.1 Authorised users
This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

5.3.4.1.1 Navigate through the statistic report
Once the report is displayed, several navigation buttons are available on the report:

- To go to a specific page of the report, type a page number (e.g., 1) on the yellow band and press the Enter key.
- To move to the next/previous page of the report, click on the / link on the yellow band.
- To find a string in the report, type a text in the field and click the link. Click on the link to find the next occurrence.
- To resize the page of the report, select a width in the list
- To print the report, click on the button
- To refresh the report, click on the button
- To sort the list, click on the arrow in field header you want to sort by
- To view an ECM Certificate, click on the value displayed in a cell

<table>
<thead>
<tr>
<th>New</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

If the number equals to zero: no link to certificate available
If the number equals to one: the certificate view is displayed as show in Figure 54 or Figure 65
If the number is greater than one: the list of certificates is displayed as show in Figure 51 or Figure 62

5.3.4.1.2 Export the statistic report
Once the report is displayed, it is possible to export the result in several output formats:

- To export the report into a file, click on the button and select an available output format in the list

From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above “To view an ECM Certificate” bullet

5.3.4.1.3 Statistics on valid ECM Certificates per type, per Member State
This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate’s type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the link, and then click on the link. The below page is displayed:
On the above page, select a year and/or a document type from the list.

And press the **View report** button: the report will be displayed.

**Report from ERADIS Database**

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
</table>

**Document Type** ECM Certificate

**Number of valid ECM Certificates per type, per Member State**

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
</table>

**Document Type** ECM Certificate

<table>
<thead>
<tr>
<th>Country</th>
<th>New</th>
<th>Amended</th>
<th>Renewed</th>
<th>Revoked</th>
<th>Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estonia</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>France</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Germany</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALL</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.3.4.1.4 **Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM**

This report displays a list of valid ECM Certificates (only ECM Certificates) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the **Statistics** link, and then click on the **View report** link.

The below page is displayed:

**Report from ERADIS Database**

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
</table>

**Document Type** ECM Certificate

**Number of valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM**

On the above page, select a year from the list.

And press the **View report** button: the report will be displayed.
5.3.4.1.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the link, and then click on the link. The below page is displayed:

Number of ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

On the above page, select a year from the list.

And press the button: the report will be displayed.
5.3.4.2  Anonymous or non-authorised users

This feature allows the user to generate statistic reports on existing valid ECM Certificates based on specific criteria.

5.3.4.2.1  Navigate through the statistic report

Once the report is displayed, several navigation buttons are available on the report:

- **To go to a specific page of the report**, type a page number on the yellow band and press the Enter key.
- **To move to the next/previous page of the report**, click on the link on the yellow band.
- **To find a string in the report**, type a text in the field and click the link. Click on the link to find the next occurrence.
- **To resize the page of the report**, select a width in the list.
- **To print the report**, click on the button.
- **To refresh the report**, click on the button.
- **To sort the list**, click on the arrow in field header you want to sort by.
- **To view an ECM Certificate**, click on the value displayed in a cell.

<table>
<thead>
<tr>
<th>New</th>
<th>Amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

If the number equals to zero: no link to certificate available
If the number equals to one: the certificate view is displayed as show in Figure 59 or Figure 70
If the number is greater than one: the list of certificates is displayed as show in Figure 58 or Figure 69

5.3.4.2.2  Export the statistic report

Once the report is displayed, it is possible to export the result in several output formats:

- **To export the report into a file**, click on the button and select an available output format in the list.

From the generated file (PDF, Excel, Word, MHTML), the user can view an ECM Certificate by clicking on a number displayed in a cell: see the above “To view an ECM Certificate” bullet.
5.3.4.2.3 Statistics on valid ECM Certificates per type, per Member State
This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state) and per ECM Certificate’s type (new, amended, revoked, suspended).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the link, and then click on the link. The below page is displayed:

Report from ERADIS Database

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Type</th>
<th>ECM Certificate</th>
</tr>
</thead>
</table>

Number of valid ECM Certificates per type, per Member State

On the above page, select a year and/or a document type from the list.

And press the button: the report will be displayed.

Number of valid ECM Certificates per type, per Member State

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Type</th>
<th>ECM Certificate</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country</th>
<th>New</th>
<th>Amended</th>
<th>Renewed</th>
<th>Revoked</th>
<th>Suspended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estonia</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>France</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Germany</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALL</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

5.3.4.2.4 Statistics on valid ECM Certificates per Member State granted by accredited certification bodies of the same or other Member State than the ECM
This report displays a list of valid ECM Certificates (only ECM Certificates) per Member State (Issuing state).
To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the Statistics link, and then click on the link. The below page is displayed:

On the above page, select a year from the list. And press the button: the report will be displayed.

5.3.4.2.5 Statistics on ECMs (including maintenance workshops) vs. number of ECMs (excluding maintenance workshops) per Member State

This report displays a list of valid ECM Certificates (ECM Certificates, ECM MoU Certificates, Maintenance Functions Certificate) per Member State (Issuing state).

To generate the report, on the left menu of the ECM Certificates (Figure 50 or Figure 61) click on the Statistics link, and then click on the link. The below page is displayed:

On the above page, select a year from the list. And press the button: the report will be displayed.
5.4 Recommendations for use

5.4.1 ECM Recommendations for use

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety User</td>
<td></td>
<td>Search for ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to ERA/Technical Committee/CCB plenary vote new ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Modify/Request more details/Close ECM recommendations for use</td>
</tr>
<tr>
<td>ERA-EXT ECM</td>
<td>NSA acting as certification body</td>
<td>Search for ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td>Certification body</td>
<td>View ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to ERA ECM recommendations for use</td>
</tr>
<tr>
<td>CCB Technical Committee</td>
<td></td>
<td>Search for ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add/edit/delete Comment to Expert Opinions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit to CCB plenary vote new ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Request more details/Close ECM recommendations for use</td>
</tr>
<tr>
<td>Anonymous Non-Authorised User</td>
<td></td>
<td>Search for ECM recommendations for use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View Accepted-Rejected CCB Plenary vote for existing ECM recommendations for use</td>
</tr>
</tbody>
</table>

Each ECM Recommendations for use enquiry will need to submit to Technical Committee first in order to become available to the public. Public users will only have access to ECM Recommendations for use enquiry with status Submitted to CCB, Accepted or Rejected by CCB plenary vote.
5.4.1.1 Authorised users

5.4.1.1.1 ECM Recommendations for use enquiry for use main page

The following screenshot displays the ECM recommendations for use enquiry main page for the following users:

- Any ERA user for which the Safety User role is granted (the submit full enquiry action is also available)
- Any ERA-EXT user for which the NSA acting as certification body role is granted.
- Any ERA-EXT user for which the CCB Technical Committee role is granted.

![Figure 74](image)

5.4.1.1.2 Searching for an ECM Recommendations for use enquiry

5.4.1.1.2.1 Quick search

The quick search allows you to quickly find an ECM Recommendations. Based on the user role the available search criteria may vary (see also section 5.4.1.2). For ERA Safety user, ECM users (ECM Certification body and NSA-ECM Certification body) and CCB Technical Committee users the Type of Request and the status of the enquiry filters are available.

![Figure 75](image)

On the main page (Figure 74) and based on the role select the available filters and press the button: a list will be displayed.
Figure 76

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the `Next>` / `<Previous` link at the bottom of the page
- To **display more/less items per page**, chose the number of items in the `Items per page` list at top of the list
- To **print the list**, click on the `Print` link at the top of the list
- To **export the list** into an Excel file, click on the `Export to Excel` link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking
- To **view an ECM Recommendations for use enquiry**, click on the “View” field of the enquiry you want to view
- To **open an attachment**, click on the attachment’s name

5.4.1.1.2.2 **Advanced search**

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.

On the main page (Figure 74), click on the button: a page will be displayed. Depending on the user role the advanced search form may vary. For ERA Safety user the following advanced search form is available.
Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 76. For ECM users the following advanced search form is available.

5.4.1.1.3 Submitting a new ECM Recommendations for use enquiry
This feature allows the submission of new ECM Recommendations for use enquiry.
On the main page (Figure 74), click on the Submit a new enquiry link: the following page will be displayed

![Submit ECM Recommendations for use](image)

**Figure 79**

Fill in all the required fields\(^{20}\) and press the Send to ERA button.

The fields with the asterisk are mandatory.

If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):

- The Enquiry Title field is required
- The date is not valid
- The Enquiry description field is required
- The Proposed solution field is required

If no error occurs the user will be redirected to the Quick Search page and a confirmation message will be displayed:

![EnquirySubmitted](image)

At the successful submission of the ECM Recommendations for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

![ECM Recommendations for use](image)

**Figure 80**

\(^{20}\) Fields Submitted by, Organisation and Country are prefilled automatically by the system and they are not editable.
Submitting a full ECM Recommendations for use enquiry

ERA Safety User can create and finalise a submitted ECM Recommendations for use enquiry, without applying the standard workflow, in order to publish it and make it available to Public users. Clicking on the “Submit full enquiry” link the application presents the full template where the Safety User can enter all information of the enquiry needed and then the user can either finalise the enquiry given or create over a new one in very simple steps. The template of the inquiry includes the following fields and buttons:

- **1. Request**
  - Submitted by:
    - User
    - Organisation
    - Country
  - Enquiry Title (required)
  - Affected documents
  - Date of submission (auto-field with the current date; required)
  - Log Reference Number of previous related enquiry
  - Enquiry description (required)
  - Proposed solution
  - Annex documents
  - “Attachments” button

- **2. Verification of Completeness**
  - Enquiry complete
  - Comment (required if enquiry not complete)
  - Log Number Ref. (required)
  - Checked by
  - Date of verification(auto-field with the current date; required)

- **3. Experts analysis and solution**
  - Classification
  - Solution (required)

- **4. Decision of Cooperation of Certification Bodies (CCB) plenary**
  - Decision of Cooperation of Certification Bodies (CCB) plenary: Agree or Not Agree
  - Plenary Meeting Number (required)
  - Decision explanation (required if decision not agree)
  - Date (required)

- “Finalize Enquiry” button
- “Finalize Enquiry and create new enquiry” button
- “Attachments” button

If user wants to add attachment(s) in Part 3, they may click on the “Attachments” button at the bottom of the form.
When user clicks on the “Finalise the enquiry” button the application redirects the user to the default page of ECM Recommendations of use after proceeding with the publication of the enquiry. If user wishes to finalise and create a new enquiry the “Finalise the enquiry and create a new enquiry” option is available where by choosing this option, the enquiry is submitted and the template is cleared and available for a new enquiry submission. In all steps the validation is presented and active.

<table>
<thead>
<tr>
<th>1. REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted by:</td>
</tr>
<tr>
<td>User:</td>
</tr>
<tr>
<td>Organization:</td>
</tr>
<tr>
<td>Country:</td>
</tr>
<tr>
<td>Enquiry Title:</td>
</tr>
<tr>
<td>Affected Documents:</td>
</tr>
<tr>
<td>Date of submission:</td>
</tr>
<tr>
<td>Log number referred to previous related enquiry:</td>
</tr>
<tr>
<td>Enquiry description:</td>
</tr>
<tr>
<td>Proposed solution:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annex Documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. VERIFICATION OF COMPLETENESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enquiry complete:</td>
</tr>
<tr>
<td>Comment:</td>
</tr>
<tr>
<td>Log Number Ref:</td>
</tr>
<tr>
<td>Checked by:</td>
</tr>
<tr>
<td>Date of verification:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. EXPERT ANALYSIS AND SOLUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classification:</td>
</tr>
<tr>
<td>Solution:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. DECISION OF THE COOPERATION OF CERTIFICATION BODIES (CCB) PLEINARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision of Cooperation of Certification Bodies (CCB) pleinary:</td>
</tr>
<tr>
<td>Pleinary meeting number:</td>
</tr>
<tr>
<td>Decision explanation:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

| Finalise Enquiry | Finalise Enquiry and create new enquiry | Attachments |
5.4.1.5  Save as template
User can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new enquiry. It is not necessary to fill in all the fields to save a template: also incomplete enquiries can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm. If no error occurs a confirmation message will be displayed:

![Template](image)

The template eradev_9085 created successfully.

5.4.1.6  Open template
To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

![Template List](image)

where you can choose the template to load by clicking on the ![icon](image) icon.

To rename a template, click on the ![icon](image) icon. Then click “update” to save changes or “cancel” to cancel changes.

To delete a template, click on the ![icon](image) icon. Then confirm action or cancel action.

5.4.1.7  Add attachments
You can add electronic attachments to the ECM Recommendations for use enquiry by pressing the **Attachments** button: the following window will be displayed
To add a file, press the "Browse..." button, choose the file to attach.

And click on the "Upload" button: the added file will be listed as shown in the following figure.
If by mistake the wrong file has been uploaded, you can remove it by clicking on the x icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the Close button to return to the previous screen, where all the attachments will be listed at the bottom of the page as shown on the figure below.

5.4.1.1.8 Print an ECM Recommendations for use enquiry
You can print after submitting to ERA the information on the screen, by clicking on the Print link at the top of the page.

5.4.1.1.9 Export to PDF
You can export the ECM Recommendations for use enquiry from view page (Figure 80) or from modify page (Figure 83), by clicking on the Export to PDF form link at the top of the page.

5.4.1.1.10 Open enquiry
This feature allows the users to open provided ECM Recommendations enquiry for use in order to Request more details, Submit to Technical Committee or Close Enquiry.

To open an ECM Recommendations for use enquiry, search for ECM Recommendations for use enquiry enquiries with status ‘Submitted to ERA’ or open the given notification link and display its properties: a page similar to the following will be displayed.
Press the Open enquiry button: a page similar to the one in Figure 82 will be displayed, where you can select an action to perform.
5.4.1.1.11 Request more details an ECM Recommendation for use enquiry

When the user opens an ECM Recommendation for use enquiry with status ‘Submitted to ERA’ or ‘Submit to Technical Committee’ can request more details from the submitter: To request more details the user presses the button. For an enquiry with status ‘Submitted to ERA’ the following ‘Send Request’ button will appear next to ‘Close Enquiry’ button. The user types in the request to submitter in the ‘Comment’ field as shown in Figure 82 and clicks the button. For an enquiry with status ‘Submit to Technical Committee’, when the user clicks on the ‘Request more details’ button, an editable section will appear similar to the following image:

![Request to submitter](image)

Fill in the “Request to submitter” textbox and press the “Send Request” button to request more details from the submitter of the enquiry. At the successful Request more details of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.12 Modify an ECM Recommendation for use enquiry

This feature allow user to modify an ECM Recommendations for use enquiry which has status ‘Requested more details’. All users who belong to the same organisation and country as an ECM Enquiry submitter, as well as the ERA Safety users, will be able to modify an existing ECM Recommendation for use enquiry.

To modify an ECM Recommendation for use enquiry, on the main page (Figure 69) click on the link: the following page will be displayed

![Modify an existing ECM Enquiry](image)

There are two options to find the ECM Recommendation for use enquiry for modification. First option is to enter the “Log Reference Number” of the ECM Recommendation for use enquiry you want to modify and press the button: the following page will be displayed.
Second option is to browse available ECM Recommendation for use enquiry for modification. Press the button: a page similar to the one in Figure 76 will be displayed. All enquiries listed with status ‘Requested more details’.

Select view link in the list and a page similar to the one in Figure 83 will be displayed. Alternatively, open the given notification link. The layout of the modify enquiry page depends on the status before the request was made.

Press the button: three additional buttons appear Save, Undo Changes and Attachments. Update all relative fields and press button to modify the enquiry data, press button to cancel the modify procedure and be redirected to the view mode of the enquiry or press the button to update the attachments.
At the modification of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.13 Submit to Technical Committee an ECM Recommendation for use enquiry

To submit to Technical Committee an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status ‘Submitted to ERA’ or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the button: a confirmation message will be displayed

The Enquiry "[enquiry ID]" has been successfully submitted to the Technical Committee.

At the successful Submit to Technical Committee of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.14 Close Enquiry for an ECM Recommendation for use enquiry

To close an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status ‘Submitted to ERA’ or open the given notification link and display its properties: a page similar to the one in Figure 81 will be displayed. Press the button; a page similar to the one in Figure 82 will be displayed. Fill all the required fields and press the button: a confirmation message will be displayed

The Enquiry "[enquiry ID]" has been closed by ERA.

At the successful closed ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

5.4.1.1.15 Submit an ECM Recommendation for use enquiry to CCB

To submit an ECM Recommendation for use enquiry to CCB, search for ECM Recommendations for use enquiries with status ‘Submit to Technical Committee’ or open the given notification link and display its properties: a page similar to the following will be displayed.
Press the button; a page similar to the one in Figure 85 will be displayed.
The user has to fill the required fields of the ‘Expert analysis and solution’ section on the enquiry form:

- Classification of the enquiry (Rule, Clarification)
- Proposed solution

The user may also add Comments. For adding comments click the ‘Add comment’ button; a new form will be displayed with some prefilled data (Expert, Date) Comment text area required field and attachments section.

For saving comment click the ‘Save comment’ button. The comments grid will be update.

For editing a comment click on the edit link option next to the comment in the comments grid. The same form with the add comment function is displayed. For saving the changes of the comment click the ‘Save comment’ button. The comments grid will be updated.

For deleting a comment click on the delete link option next to the comment in the comments grid. The comments grid will be updated. Click the ‘Save comment’ button for the deletion to be saved.

Figure 85
A user with the ERA safety user role may also add attachments to the ‘Expert analysis and solution’ section. Attachments can be added by clicking on the Attachments button. The process is the same as described in section 5.4.1.1.7. The newly attached documents are displayed next to the ‘solution’ textarea as shown in the following picture:

![Figure 86](image)

Fill all the required fields and click the Submit to CCB button: a confirmation message will be displayed

![Information](image)

The Enquiry "..." has been successfully submitted to CCB.

5.4.1.15.1 Add Attachments to comments

You can add electronic attachments to a comment by pressing the Attachments button: the following window will be displayed

![Upload Window](image)

To add a file, press the Browse button, choose the file to attach
and click on the **Upload** button: the added file will be listed as shown in the following figure

If by mistake the wrong file has been uploaded, you can remove it by clicking on the **X** icon next to the file name.

Repeat the steps above to add any number of attachments: when finished, press the **Close** button to return to the previous screen, where all the attachments will be listed at the bottom of the form at the attachments section as shown on the figure below.

5.4.1.1.16 Finalize an ECM Recommendation for use enquiry

To finalise an ECM Recommendation for use enquiry, search for ECM Recommendations for use enquiries with status ‘Submitted to CCB plenary vote’ or open the given notification link and display its properties: a page similar to the following will be displayed.
Figure 87

Press the Open enquiry button; a page similar to the one in Figure 82 will be displayed.
Submit ECM Recommendations for use

Note:
- For the fields marked by an asterisk, information is mandatory.
- For the fields marked by two asterisks, information in at least one field is required.

**ENQUIRY FORM**

1. REQUEST
   - **Enquiry Title:** Test Enquiry
   - **Submitted by:** padmin admin
   - **Organisation:** European Railway Agency
   - **Country:** France
   - **Date of submission:** 21/11/2016
   - **Log number reference of previous related enquiry:** not relevant
   - **Affected Documents:**
   - **Enquiry Description:**
   - **Proposed solution:**

2. VERIFICATION OF COMPLETENESS
   - **Log reference number:** 1
   - **Comment:**
   - **Date:** 21/11/2016
   - **Verified By:** padmin admin
   - **Country:** France
   - **Organisation:** European Railway Agency
   - **Enquiry complete:** Yes No

3. EXPLORATORY ANALYSIS AND SOLUTION
   - **Expert Opinions:**
   - **Classification:** Rule
   - **Solution:**
   - **Annex Documents:** solution.txt

4. DECISION OF THE COOPERATION OF CERTIFICATION BODIES (CCB) PLENARY
   - **Decision of Certification Cooperations (CCB):**
     - Agree
     - Not Agree
   - **Plenary meeting number:**
   - **Decision explanation:**
   - **Date:**

**Finalise Enquiry** Finalise Enquiry and create new enquiry

---

**Figure 88**

Fill all the required fields and press the **Finalise Enquiry** button: a confirmation message will be displayed.

- The Enquiry "..." has been accepted by CCB.
There is also a button that finalise the enquiry and opens a form for submitting new ECM.

At the successful finalise of the ECM Recommendation for use enquiry, a notification message is sent to the emails referenced in the Manage-Notification page under the section “ECM”.

### 5.4.1.2 Anonymous or non-authorised users

#### 5.4.1.2.1 ECM Recommendation for use enquiry main page

The following screenshot displays the ECM Recommendation for use enquiry main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA user for which the CCB Technical Committee role is not granted
- Any ERA-EXT user for which the NSA acting as certification body role is not granted
- Any ERA-EXT user for which the Certification Body role is not granted

**Figure 89**

#### 5.4.1.2.2 Searching for an ECM Recommendations for use enquiry

**5.4.1.2.2.1 Quick search**

The quick search allows you to quickly find an ECM Recommendations of use for a certain Type of request and/or in a certain Decision of CCB status (Accepted, Rejected).
On the main page (Figure 89), select the Type of request and/or a Decision of CCB status from the lists.

**Quick Search**

The Quick Search allows for a simple search of Recommendations for Use per type of request and per decision of CCB. To find out more specific information use the Advanced Search option.

- **Type of Request**: Select from the list.
- **Decision of CCB**: Select from the list.

And press the **Search** button: a list will be displayed.

**Advanced search**

The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- **To move to the next/previous page**, click on the Next / Previous link at the bottom of the page.
- **To display more/less items per page**, chose the number of items in the Items per page list at top of the list.
- **To print the list**, click on the Print link at the top of the list.
- **To export the list** into an Excel file, click on the Expert to Excel link at the top of the list.
- **To sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country and then by the Railway Undertaking.
- **To view an ECM Recommendations for use enquiry**, click on the “History” field of the ECM recommendations for use you want to view.
- **To open an attachment**, click on the attachment’s name.

**Figure 90**

The search results are grouped in pages:
5.4.1.2.2 Advanced search

The advanced search allows you to find an ECM Recommendations for use enquiry satisfying multiple criteria.

On the main page (Figure 89), click on the button: a page will be displayed.

![Fig. 91](image)

Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 90.
6 Assessment

6.1 MS decision

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for MS decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new MS decision</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amend/modify/delete/view existing MS decisions</td>
</tr>
<tr>
<td>Anonymous</td>
<td></td>
<td>Search for MS decisions</td>
</tr>
<tr>
<td>Non-Authorised User</td>
<td></td>
<td>View MS decisions</td>
</tr>
</tbody>
</table>

6.1.1 Authorised users

6.1.1.1 MS decision main page

The following screenshot displays the MS decision main page for the following user:

- Any ERA user for which the Safety Administrator role is granted

Figure 92

6.1.1.2 Searching for a MS decision

6.1.1.2.1 Quick search

The quick search allows you to quickly find a MS decision of a certain country.

On the main page (Figure 92), select a country from the list.

And press the button: a list will be displayed.
The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list.
- To move to the next/previous page, click on the Next> / Previous link at the bottom of the page.
- To display more/less items per page, chose the number of items in the list at top of the list.
- To print the list, click on the Print link at the top of the list.
- To export the list into an Excel file, click on the Export to Excel link at the top of the list.
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country.
- To open a legislation, click on the legislation’s name.
- To view a MS decision information, click on the “MS decision Information” field of the MS decision you want to view. The following page will be displayed:

![Figure 93](image)

**6.1.1.3 Submitting a new MS decision**

This feature allows the submission of new MS decision.

On the main page (Figure 92), click on the Submit new MS decision link: the following page will be displayed.
Assessment

Fill in all the required fields and press the **Save changes** button:

- If an error occurs (a mandatory field has been left empty, a date format is wrong, etc.), an error message will be displayed, giving details about the error(s):
  - Country is required
  - Reference to relevant legislation is required
  - MS decision selection is not valid
  - Date of Member State notification is required

- If no error occurs, a confirmation message will be displayed:
  - New MS decision saved successfully.

### 6.1.1.4 Modifying a MS decision

To modify a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Modify MS decision** button; a page similar to the one in Figure 94 will be displayed.

Update any relevant field and press the **Save changes** button: a confirmation message will be displayed

- MS decision updated successfully.

### 6.1.1.5 Amending a MS decision

To amend a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Amend MS decision** button; a page similar to the one in Figure 94 will be displayed.

Update any relevant field and press the **Create amendment** button: a confirmation message will be displayed

- MS decision amended successfully.

For a MS decision that has been amended, a new entry will be created within the ERADIS system.
6.1.6 Deleting a MS decision

To delete a MS decision, search for the MS decision and display its properties: a page similar to the one in Figure 93 will be displayed.

Press the **Delete** button; a confirmation message will appear. If confirmed, the below message will appear on the top of the main page (Figure 92):

![MS decision deleted successfully.]

6.1.2 Anonymous or non-authorised users

6.1.2.1 MS decision main page

The following screenshot displays the MS decisions main page for the following user:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted

![EU Member State and OTIF non-EU Contracting State decision concerning the use of accreditation or recognition](image)

Quick Search

The Quick Search allows for a simple search of Member State Decisions concerning the use of accreditation or recognition for acknowledging the competence of CSM Assessment Bodies per country.

Country: All countries

Search

**Figure 95**

6.1.2.2 Searching for a MS decision

6.1.2.2.1 Quick search

The quick search allows you to quickly find a MS decision of a certain country.

On the main page (Figure 95), select a country from the list.

![Quick Search](image)

And press the **Search** button: a list will be displayed.
The search results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list
- To move to the next/previous page, click on the Next / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the Items per page list at top of the list
- To print the list, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country
- To view a MS decision information in read-only mode, click on the “MS decision Information” field of the MS decision you want to view. The following page will be displayed:

### Figure 97

#### 6.2 Assessment bodies

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search (quick search &amp; advance search) for assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing</td>
</tr>
<tr>
<td>User Category</td>
<td>User Role</td>
<td>Allowed Actions</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ERA-EXT Assessment</td>
<td>Accreditation Body Recognition Body Assessment Body</td>
<td>Search (quick search &amp; advance search) for assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit new assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suspend/amend/modify/renew/revoke existing assessment bodies issued by their organisation</td>
</tr>
<tr>
<td>Anonymous Non-Authorised User</td>
<td></td>
<td>Search (quick search &amp; advance search) for assessment bodies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View assessment bodies</td>
</tr>
</tbody>
</table>

Each submitted/suspended/renewed/amended/revoked assessment body will need to pass an ERA validation first in order to become available to the public. Public users will only have access to validated assessment bodies.

6.2.1 Authorised users

6.2.1.1 Assessment bodies main page

The following screenshot displays the Assessment bodies main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the Assessment - Accreditation Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend / amend / modify / renew / revoke
- Any ERA-EXT user for which the Assessment - Recognition Body role is granted. Among these users, only those who belong to the same organisation as the certification body issuer have the authority to suspend / amend / modify / renew / revoke
6.2.1.2 Searching for an assessment body

6.2.1.2.1 Quick search

The quick search allows you to quickly find an assessment body of a certain country of accreditation/recognition body and/or of a certain category (accredited, recognised) and/or in a certain validation status (validated, not validated only available to authorised users) and/or in certain validity(valid\textsuperscript{21}, all).

On the main page (Figure 98), select a country and/or a category and/or a validation status from the lists. The country criterion corresponds to the country of the Accreditation/Recognition Body.

\textsuperscript{21} Valid assessment body means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the "Validity To" date) AND active.
Press the **Search** button: a list will be displayed.

Assessment bodies search results

<table>
<thead>
<tr>
<th>Country</th>
<th>EIN number</th>
<th>Assessment Body Name</th>
<th>History</th>
<th>Date issued</th>
<th>Validity</th>
<th>Category</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>34943</td>
<td>Belgian Assess</td>
<td>None</td>
<td>12/03/2015</td>
<td>Not Valid</td>
<td>Accredited</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>552234644</td>
<td>Belgian Assess</td>
<td>None</td>
<td>12/03/2015</td>
<td>Not Valid</td>
<td>Accredited</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>12345678</td>
<td>Belgian Assess</td>
<td>Amended</td>
<td>06/03/2015</td>
<td>Valid</td>
<td>Accredited</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1234567</td>
<td>Belgian Assess</td>
<td>None</td>
<td>06/03/2015</td>
<td></td>
<td>Accredited</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>02423015</td>
<td>Belgian Assess - Asbo</td>
<td>Renewed</td>
<td>12/03/2015</td>
<td>Expired</td>
<td>Accredited</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>55555</td>
<td>Belgian Assess - Asbo</td>
<td>None</td>
<td>12/03/2015</td>
<td>Not Valid</td>
<td>Accredited</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>1111111111</td>
<td>Belgian Assess - Asbo</td>
<td>None</td>
<td>12/03/2015</td>
<td>Not Valid</td>
<td>Accredited</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>11111</td>
<td>Belgian Assess - Asbo</td>
<td>None</td>
<td>12/03/2015</td>
<td>Accredited</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>554554555</td>
<td>German Asbo</td>
<td>Suspended</td>
<td>06/03/2015</td>
<td>Valid</td>
<td>Accredited</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>1234567899</td>
<td>German Asbo</td>
<td>None</td>
<td>12/03/2015</td>
<td>Not Valid</td>
<td>Accredited</td>
<td>No</td>
</tr>
</tbody>
</table>

Total 14 item(s) found.

Go back to quick search

**Figure 99**

The Country column of the search results grid corresponds to the country of the Assessment Body.

The search results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- **To move to the next/previous page**, click on the Next> / <Previous link at the bottom of the page
- **To display more/less items per page**, chose the number of items in the Items per page list at top of the list
- **To print the list**, click on the Print link at the top of the list
- **To export the list** into an Excel file, click on the Export to Excel link at the top of the list
- **To sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country
- **To view an assessment body**, click on the “History” field of the assessment body you want to view

**6.2.1.2.2 Advanced search**

The advanced search allows you to find an assessment body satisfying multiple criteria.

On the main page (Figure 98), click on the Advanced search button: a page will be displayed.
Fill in the search criteria and click on the **Search** button: a list will be displayed as shown in Figure 99.

Similarly to the Quick search, the country criterion corresponds to the country of the Accreditation/Recognition Body while the Country column of the search results grid corresponds to the country of the Assessment Body.

By default, only valid\(^{22}\) assessment bodies will be shown in the results. Only if “All” is checked in the “Validity” section, the system may display assessment bodies which are inactive, or expired or revoked or suspended or not validated.

The Actor can see not validated assessment bodies if he/she belongs to the issuing organisation referenced in the document or if he/she has the role ERA Safety User.

### 6.2.1.3 Submitting a new assessment body

This feature allows the submission of new assessment body. Prior the submission of the assessment body the Accreditation/Recognition/Assessment Body should be created in the “manage organisation” under the “Reference Data” by ERADIS administrator and a user should be granted with access rights.

---

\(^{22}\) Valid certificate means: Validated AND Not Revoked AND Not Suspended AND Not expired (based on the “Validity To” date) AND active
On the main page (Figure 98), click on the [Submit a new Assessment body] link: a page like Figure 101 will be displayed.

Fill in all the required fields\(^{23}\) and press the [Send to ERA] button:

- Initially select a category at section 4.
- Based on the selection at the previous step the field “Accreditation / Recognition body” at section 3 is filtered accordingly.
- All fields with an asterisk are mandatory.
- If an error occurs (a mandatory field has been left empty, a date format is wrong, the EIN number is not according to specifications etc.), an error message will be displayed, giving details about the error(s):
  - EIN number is required
  - Validity From date is required
  - Validity To date is required
  - Date of decision is required
  - Accreditation / Recognition Body address is required
  - Accreditation / Recognition Body city is required

The specifications of the EIN number are specified in the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”. Please use the “/” characters as indicated in the document.

\(^{23}\) If the user has been granted the Safety Administrator role, then the user will be able to select from the “existing accreditation / recognition body” list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
**Assessment**

Submit a new Assessment Body

**Note:**
- For the fields marked by an asterisk, information is mandatory.
- Please select the category in point 4. Category before filling in the details in point 3. Accreditation / Recognition Body (if editable)

<table>
<thead>
<tr>
<th>Assessment Body</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. ID Data</strong></td>
</tr>
<tr>
<td>EDI number*</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2. Assessment Body</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Countries*</td>
</tr>
<tr>
<td>Please select...</td>
</tr>
<tr>
<td>Other...</td>
</tr>
</tbody>
</table>

| Name*               |
| Registration Number |
| Postal address*     |
| City*               |
| Phone*              |
| Email*              |

<table>
<thead>
<tr>
<th><strong>3. Accreditation / Recognition Body</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Countries*</td>
</tr>
<tr>
<td>Please select...</td>
</tr>
<tr>
<td>Other...</td>
</tr>
</tbody>
</table>

| Name*               |
| Registration Number |
| Postal address*     |
| City*               |
| Phone*              |
| Email*              |

<table>
<thead>
<tr>
<th><strong>4. Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accredited</td>
</tr>
<tr>
<td>Type in relation with the annex 4 of the standard EN 17020 on Independence requirements for inspection bodies</td>
</tr>
<tr>
<td>Type A</td>
</tr>
</tbody>
</table>

| Recognised       |
| Type in relation with the annex 4 of the standard EN 17020 on Independence requirements for inspection bodies |
| Type A | Type B | Type C |

<table>
<thead>
<tr>
<th><strong>5. Classification</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Area(s) of competences:</td>
</tr>
<tr>
<td>Infrastructure</td>
</tr>
<tr>
<td>Energy</td>
</tr>
<tr>
<td>Control command and signaling</td>
</tr>
<tr>
<td>Rolling stock</td>
</tr>
<tr>
<td>Traffic operation and management</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
<tr>
<td>System safe integration</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>6. Validity</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Validity from</td>
</tr>
<tr>
<td>Validity To*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>7. Additional information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of decision*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>8. Attached files</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add attachment</td>
</tr>
</tbody>
</table>

![Figure 101](image-url)
If no error occurs, a confirmation message will be displayed:

The Assessment Body has been created successfully. View created assessment body

You can click on the View created assessment body link to view the newly created and non-validated assessment body: the following page will be displayed

<table>
<thead>
<tr>
<th>Assessment Body</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. ID DATA</strong></td>
</tr>
<tr>
<td>Emn number</td>
</tr>
<tr>
<td><strong>2. ASSESSMENT BODY</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Registration Number</td>
</tr>
<tr>
<td><strong>3. ACCREDITATION / RECOGNITION BODY</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Registration Number</td>
</tr>
<tr>
<td><strong>4. CATEGORY</strong></td>
</tr>
<tr>
<td>Category</td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td><strong>5. CLASSIFICATION</strong></td>
</tr>
<tr>
<td>Infrastructure</td>
</tr>
<tr>
<td>Energy</td>
</tr>
<tr>
<td>Control-command and signaling</td>
</tr>
<tr>
<td>Rail traffic control</td>
</tr>
<tr>
<td>Traffic operation and management</td>
</tr>
<tr>
<td>Maintenance</td>
</tr>
<tr>
<td>System safe integration</td>
</tr>
<tr>
<td>Other</td>
</tr>
<tr>
<td><strong>6. VALIDITY</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>To</td>
</tr>
<tr>
<td><strong>7. ADDITIONAL INFORMATION</strong></td>
</tr>
<tr>
<td>Date of decision</td>
</tr>
<tr>
<td><strong>8. ATTACHED FILES</strong></td>
</tr>
<tr>
<td>attachment1.pdf</td>
</tr>
<tr>
<td>attachment2.pdf</td>
</tr>
</tbody>
</table>

Figure 102

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.
6.2.1.4  **Save as template**

You can save the current page, as laid out on screen, as a template which can be later retrieved to save time when submitting a new assessment body. It is not necessary to fill in all the fields to save a template: also incomplete assessment bodies can be saved as templates.

To save the current page as a template, press the **Save As Template** button, provide a name for the template and confirm.

6.2.1.5  **Open template**

To load the current page with information contained in a template, click on the **Open Template** button: the following page will be displayed

### < Back to the Assessment Bodies form

<table>
<thead>
<tr>
<th>Template Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>![icon] Assessment Bodies_5282</td>
</tr>
<tr>
<td>![icon] Assessment Bodies_5164</td>
</tr>
</tbody>
</table>

Where you can choose the template to load by clicking on the **Documents icon**.

To rename a template, click on the **Pencil icon**. Then click “update” to save changes or “cancel” to cancel changes.

To delete a template, click on the **Trash icon**. Then confirm action or cancel action.

6.2.1.6  **Add attachments**

By clicking the **Add attachment** link the following window is displayed and electronic attachments can be added to the declaration:

To add a file, press the **Browse** button, choose the file to attach and check the “Set to front page” option, since at least one attachment of type Front Page is required.
Press the OK button in order to close the pop up window.

If by mistake the wrong file has been uploaded, it can be removed by clicking on the Delete icon next to the file name, as it is shown in the following figure:

By repeating the above steps, any number of attachments can be added. When finished, all the attachments will be listed at the bottom of the page as shown in the following figure:

To be able to attach documents in a submitted assessment body click on the Modify Information button.

6.2.1.7 Print an assessment body
You can print at any time the information on the screen, by clicking on the Print link at the top of the page.

6.2.1.8 Export to PDF
You can export the certification body from the view page (Figure 102), by clicking on the Export to PDF form link at the top of the page.

6.2.1.9 Validating an assessment body (ERA Safety Administrator only)
This feature allows the ERA internal users with the Safety Administrator role to validate provided assessment bodies and make them publicly available on the ERADIS web site.

During the process of validation the ERA users will be able to create new reference data entries in case that an assessment body will contain new information which was not stored previously within the ERADIS reference data database.

In addition, the ERA users will be able to update existing reference data entries in case that an assessment body will contain information which have inconsistencies with information previously stored within the ERADIS reference data database.
To validate a temporary assessment body, search for the non-validated assessment body and display its properties: a page similar to the one in Figure 102 will be displayed. Press the **Go to Validation task** button: a page similar to the one in Figure 101 will be displayed, where you can update any relevant field before final validation.

To cancel validation, click on the **Undo changes** button.

To confirm validation, click on the **Validate** button: a confirmation message will be displayed.

You can click on the **View registered assessment body** link to view the validated assessment body: the following page will be displayed

**Figure 103**
At the successful validation of the assessment body, a notification message is sent to the submitter of the assessment body, to the validator of the assessment body and to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

The new status of an assessment body becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

6.2.1.10 Send Email to User
To send an email to the user when there are some errors or omissions in the declaration, search for the non-validated certificate and display its properties: a page similar to the one in Figure 102 will be displayed. Press the button.

![Figure 104](image)

A page similar to the one in Figure 104 will be displayed. Fill any relevant notes for the user in the text area field and press the button. Press the Cancel button for closing the email form.

If the email was sent successfully, a notification message is sent to the appropriate user and ERA Safety Administrator(s) in charge of the certificates.

6.2.1.11 Modifying an assessment body
To modify an assessment body, search for the non-validated assessment body and display its properties: a page like the one in Figure 102 will be displayed. Press the button.
Assessment

button; a page like the one in Figure 101 will be displayed. Update any relevant fields\textsuperscript{25} and press the **Save changes** button: a confirmation message will be displayed

The Assessment body has been modified successfully.

View modified assessment body

At the successful save of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

6.2.1.12 Amending an assessment body

This feature allows the user to amend already issued assessment body which has been validated by ERA. All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to amend an existing assessment body.

An assessment body can be amended if it is not revoked.

To amend an assessment body, on the main page (Figure 40) click on the **Amend an Assessment body** link: the following page will be displayed

Amend an existing Assessment Body

This page allows you to easily find an Assessment Body you would like to amend. You may find Assessment Bodies by specifying search criteria or by browsing all of the Assessment Bodies which you can amend.

There are two options to find the assessment body for amending.

First option is to enter the “EIN Number” of the assessment body you want to amend and press the **Open Assessment Body** button: a page similar to the one in Figure 101 will be displayed.

Second option is to browse available assessment bodies for amend. Press the **Browse Assessment Bodies** button: the following page will be displayed

Assessment Bodies which can be amended

<table>
<thead>
<tr>
<th>EIN number</th>
<th>Assessment Body Name</th>
<th>History</th>
<th>Date issued</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium:</td>
<td>Belgian Accred</td>
<td>Amend</td>
<td>12345678</td>
<td>Amended</td>
</tr>
<tr>
<td></td>
<td>Dutch Accred</td>
<td>Amend</td>
<td>02042015</td>
<td>Renewed</td>
</tr>
<tr>
<td></td>
<td>German Accred</td>
<td>Amend</td>
<td>53456789</td>
<td>Suspended</td>
</tr>
<tr>
<td>Germany:</td>
<td>German Accred</td>
<td>Amend</td>
<td>34567890</td>
<td>Amended</td>
</tr>
<tr>
<td>Monaco:</td>
<td>Test12345678</td>
<td>Amend</td>
<td>16109876</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td>Test21234567</td>
<td>Amend</td>
<td>98765432</td>
<td>Renewed</td>
</tr>
</tbody>
</table>
| Total 7 Item(s) found.

\textsuperscript{25} If the user has been granted the Safety Administrator role, then the user will be able to select from the "existing accreditation / recognition body" list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
Select **amend** link in the list and a page similar to the one in Figure 101 will be displayed.

Update any relevant fields\(^{26}\) (please provide also a new EIN number according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”. ) and press the **Send to ERA** button: a confirmation message will be displayed

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the certification body view its details (Figure 103) and press the **Amend Information** button.

For an assessment body that has been amended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

### 6.2.1.13 Suspending an assessment body

This feature allows the user to suspend already issued and validated assessment body.

All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to suspend an existing assessment body.

An assessment body can be suspended if it is not revoked or suspended.

To suspend an assessment body, on the main page (Figure 40) click on the **Suspend an Assessment body** link, browse or search for the assessment body to suspend (in the same way as described in §6.2.1.12), update any relevant fields\(^{27}\) (suspended on date, suspension reason, new EIN number) and press the **Send to ERA** button.

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”. Otherwise, a validation error is thrown.

Upon suspension, of a confirmation message will appear like below:

---

\(^{26}\) If the user has been granted the Safety Administrator role, then the user will be able to select from the “existing accreditation / recognition body” list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.

\(^{27}\) If the user has been granted the Safety Administrator role, then the user will be able to select from the “existing accreditation / recognition body” list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body view its details (Figure 103) and press the button.

For an assessment body that has been suspended, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

6.2.1.14 Renewing an assessment body
This feature allows the user to renew already issued assessment body which has been validated by ERA.

All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to renew an existing assessment body.

An assessment body can be renewed if it is not revoked or suspended.

To renew an assessment body, on the main page (Figure 40) click on the link, browse or search for the assessment body to renew (in the same way as described in §6.2.1.12), update any relevant fields (and press the button.

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”). Otherwise, a validation error is thrown.

Upon renewal, a confirmation message will appear at the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the button.

If the user has been granted the Safety Administrator role, then the user will be able to select from the “existing accreditation / recognition body” list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
For an assessment body that has been renewed, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

**6.2.1.15 Revoking an assessment body**

This feature allows the user to change status of already issued and validated assessment body. All users who belong to the same organisation and country as an assessment body issuer, as well as the ERA users, will be able to revoke an existing assessment body.

To revoke an assessment body, on the main page (Figure 40) click on the [Revoking an Assessment Body] link, browse or search for the assessment body to revoke (in the same way as described in §6.2.1.12), update any relevant fields (revoked on date, revoke reason, new EIN number) and press the [Send to ERA] button.

The provided EIN number should be according to the specifications of the document “Structure of an EIN number for CSM Assessment Bodies defined in the Commission Implementing Regulation (EU) No 402/2013 of 30 April 2013”. Otherwise, a validation error is thrown.

Upon revocation, a confirmation message will appear:

The Assessment Body has been revoked successfully.

View revoked assessment body

At the successful submission of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

Another way to perform this task is to search for the assessment body, view its details (Figure 103) and press the [Revoke Information] button.

For an assessment body that has been revoked, a new entry will be created within the ERADIS system. In the view and edit mode of this new entry, the previous version of the assessment body is displayed.

Depending on the access rights, the user can click on this previous version and the application redirects to the view mode of the previous assessment body.

**6.2.1.16 Invalidating an assessment body (ERA Safety Administrator only)**

To invalidate an assessment body, search for the validated assessment body, view its details (Figure 103) and press the [Invalidate Information] button: the non-validated version of the assessment body is displayed (Figure 102) and the new available actions (buttons) are presented at the bottom of the page.

---

29 If the user has been granted the Safety Administrator role, then the user will be able to select from the “existing accreditation / recognition body” list. Otherwise, it will be prefilled with the values of the organisation to which the user belongs to and read-only.
At the successful invalidation of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

### 6.2.1.17 Deleting an assessment body (ERA Safety Administrator only)

To delete an assessment body, search for the non-validated assessment body, view its details (Figure 102) and press the **Delete Information** button: a confirmation message will appear If confirmation, the below message will appear on the top of the page:

![Information message](image)

At the successful deletion of the assessment body, a notification message is sent to the emails referenced in the Manage-Notification page under the section “Assessment Bodies”.

### 6.2.2 Anonymous or non-authorised users

#### 6.2.2.1 Assessment bodies main page

The following screenshot displays the Assessment bodies main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the Assessment - Accreditation Body role is not granted
- Any ERA-EXT user for which the Assessment - Recognition Body role is not granted
- Any ERA-EXT user for which the Assessment - Assessment Body role is not granted

![Assessment Bodies main page](image)

At the main page (Figure 105), select a country and/or a category from the lists.

#### 6.2.2.2 Searching for an assessment body

**6.2.2.2.1 Quick search**

The quick search allows you to quickly find an assessment body of a certain country and/or of a certain category (all, accredited, recognised).
And press the **Search** button: a list will be displayed.

**Assessment bodies search results**

<table>
<thead>
<tr>
<th>Country</th>
<th>EBN number</th>
<th>Assessment Body Name</th>
<th>History</th>
<th>Date issued</th>
<th>Valid</th>
<th>Accredited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>123456789</td>
<td>Belgian Assess</td>
<td>New</td>
<td>06/03/2015</td>
<td>Valid</td>
<td>Accredited</td>
</tr>
<tr>
<td></td>
<td>789012345</td>
<td>Belgian Assess</td>
<td>Renewed</td>
<td>12/03/2015</td>
<td>Expired</td>
<td>Accredited</td>
</tr>
<tr>
<td>Germany</td>
<td>456789012</td>
<td>German Asbo</td>
<td>New</td>
<td>01/03/2015</td>
<td>Valid</td>
<td>Accredited</td>
</tr>
<tr>
<td>France</td>
<td>890123456</td>
<td>French Asbo</td>
<td>New</td>
<td>02/03/2015</td>
<td>Valid</td>
<td>Accredited</td>
</tr>
</tbody>
</table>

Total 11 item(s) found.

**Figure 106**

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list
- To **move to the next/previous page**, click on the **Next > / <Previous** link at the bottom of the page
- To **display more/less items per page**, choose the number of items in the Items per page **10** list at top of the list
- To **print the list**, click on the **Print** link at the top of the list
- To **export the list** into an Excel file, click on the **Export to Excel** link at the top of the list
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country
- To **view an assessment body**, click on the “History” field of the assessment body you want to view
6.2.2.2 Advanced search

The advanced search allows you to find an assessment body satisfying multiple criteria.

On the main page (Figure 105), click on the Advanced search button: a page will be displayed.
Fill in the search criteria and click on the button: a list will be displayed as shown in Figure 106.

6.2.2.3 Print an assessment body
You can print at any time the information on the screen, by clicking on the link at the top of the page.

6.2.2.4 Export to PDF
You can export the certification body document from view page (Figure 107), by clicking on the link at the top of the page.
7  NSA & NIB Reports

<table>
<thead>
<tr>
<th>User Category</th>
<th>User Role</th>
<th>Allowed Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERA Safety Administrator</td>
<td></td>
<td>Search for NSA &amp; NIB reports, Submit new NSA &amp; NIB reports, Validate/invalidate/delete NSA &amp; NIB reports</td>
</tr>
<tr>
<td>ERA-EXT NSA</td>
<td>Annual Reports</td>
<td>Search for NSA &amp; NIB reports, Submit new NSA &amp; NIB reports</td>
</tr>
<tr>
<td>Anonymous Non-Authorised User</td>
<td></td>
<td>Search for NSA &amp; NIB reports</td>
</tr>
</tbody>
</table>

7.1  Authorised users

7.1.1  NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

- Any ERA user for which the Safety Administrator role is granted
- Any ERA-EXT user for which the NSA role is granted. Among these users, only those who belong to the same organisation as the report issuer have the authority to modify.

![Submit a new annual reports](image)

Quick Search

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

**Figure 109**
7.1.2 Searching for a report

7.1.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type and/or in a certain report status.

On the main page (Figure 109), select a reporting country and/or a reporting year and/or a reporting type and/or a report status from the lists.

To display only NSA report: select “NSA” in the reporting type list.

To display only NIB report: select “NIB” in the reporting type list.

And press the button: a list will be displayed.

The search results are grouped in pages:

- To go to a specific page, click on the page number (1, 2, 3, 4) at the bottom of the list
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page
- To display more/less items per page, chose the number of items in the list at top of the list
- To print the list, click on the Print link at the top of the list
- To export the list into an Excel file, click on the Export to Excel link at the top of the list
To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country.

To view a NSA report, click on the “Report” link (under the “NSA” column) for the report you want to view.

To view a CSI report, click on the “CSI” link (under the “NSA” column) for the report you want to view. Note that the link is disabled if at least one CSI report electronic file is attached to the NSA report. Otherwise, the link redirects to the CSI main page.

To open an attached NSA report electronic file, click on a language code link next to “Report” text (under the “NSA” column) for the file you want to open.

To open an attached CSI report electronic file, click on a language code link next to “CSI” text (under the “NSA” column) for the file you want to open.

To view a NSA note, click on the “Note” link (under the “NSA” column) for the note you want to view.

To view a NIB report, click on the “Report” link (under the “NIB” column) for the report you want to view.

Figure 111
To open an attached NIB report electronic file, click on a language code link next to “Report” text (under the “NIB” column) for the file you want to open.

To view a NIB note, click on the “Note” link (under the “NIB” column) for the note you want to view.

### 7.1.3 Submitting a new NSA annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the [Submit a new annual reports](#) link: the following page will be displayed:

All fields mark with one star “*” are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select “NSA” as reporting type: the below screen will be displayed:
Fill in all the required fields and press the **Send to ERA** button.

If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s):

![Error Message]

If no error occurs, a confirmation message will be displayed:

![Confirmation Message]

You can click on the **View Annual report** link to view the newly created report.

At the successful submission of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

### 7.1.4 Submitting a new NIB annual report

This feature allows annual reports to be submitted to the ERADIS system.

On the main page (Figure 109), click on the **Submit a new annual report** link: the following page will be displayed
All fields mark with one star “*” are obligatory for the successful report completing.

Choose a reporting country, a reporting year and select “NIB” as reporting type: the below screen will be displayed:

Submit an annual report

Note: *Required information for the Annual Report

Annual Report Form

Reporting Country *
* Please select:
United Kingdom

Reporting Year *
2012

Reporting Type *
NIB

NIB reports
Please select language...

Add attachment

Comment

Figure 114

Fill in all the required fields and press the Send to ERA button.

If an error occurs (a mandatory field has been left empty, etc.), an error message will be displayed, giving details about the error(s):

The country of the Annual Report is required

If no error occurs, a confirmation message will be displayed:

The annual report has been created successfully. View Annual report

You can click on the View Annual report link to view the newly created report.

At the successful submission of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

7.1.5 Validating a NSA report (ERA Safety Administrator only)
This feature allows the ERA internal users with the Safety Administrator role to validate provided NSA report and make these public on the ERADIS web site.
To validate a temporary report, search for the non-validated NSA reports (“NSA” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the one in Figure 111 will be displayed, where you can update any relevant field before final registration.

Press the Validate button.

A confirmation message will be displayed in case of no errors.

At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

The new status of a notification becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

7.1.6 Validating a NIB report (ERA Safety Administrator only)

This feature allows the ERA internal users with the Safety Administrator role to validate provided NIB report and make these public on the ERADIS web site.

To validate a temporary report, search for the non-validated NIB reports (“NIB” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NIB” column (Figure 110): a page similar to the one in Figure 112 will be displayed, where you can update any relevant field before final registration.

Press the Validate button.

A confirmation message will be displayed in case of no errors.

At the successful registration of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

The new status of a notification becomes publicly available to non-authorised users of the ERADIS only after it has been validated by the Agency: until then it is visible only to authorised users in the restricted ERADIS environment.

7.1.7 Invalidating a NSA report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorised users until it is re-validated.
To invalidate a report, search for the validated NSA report (“NSA” as reporting type and “Validated” as status) and view its details by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the Figure 111 will be displayed.

Press the **Invalidate** button: a confirmation message will appear

The annual report has been invalidated successfully.
View Annual report

At the successful invalidation of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

7.1.8 Invalidating a NIB report (ERA Safety Administrator only)

If the ERA personnel or the user discover that there is an error in the data in the report after it has been validated, this function allows the ERA Safety Administrator to invalidate the report to permit changes to be made by users. Once invalidated, the report in the ERADIS will not be accessible to the non-authorised users until it is re-validated.

To invalidate a report, search for the validated NIB report (“NIB” as reporting type and “Validated” as status) and view its details by clicking on the “Report” link under the “NIB” column (Figure 110): a page similar to the Figure 112 will be displayed.

Press the **Invalidate** button: a confirmation message will appear

The annual report has been invalidated successfully.
View Annual report

At the successful invalidation of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

7.1.9 Deleting a NSA report (ERA Safety Administrator only)

Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NSA reports (“NSA” as reporting type and “Not Validated” as status) and display its properties by clicking on the “Report” link under the “NSA” column (Figure 110): a page similar to the one in Figure 111 will be displayed.

Press the **Delete** button.

A confirmation message will be displayed in case of no errors.

The annual report has been deleted successfully.

At the successful deletion of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.
7.1.10 Deleting a NIB report (ERA Safety Administrator only)

Only ERA Safety Administrator is allowed to delete a report. To delete one of your reports, you have to ask ERA for this service.

To delete temporary report, search for the non-validated NIB reports ("NIB" as reporting type and "Not Validated" as status) and display its properties by clicking on the "Report" link under the "NIB" column (Figure 110): a page similar to the one in Figure 112 will be displayed.

Press the **Delete** button.

A confirmation message will be displayed in case of no errors.

![The annual report has been deleted successfully.]

At the successful deletion of the report, a notification message is sent to the ERA Safety Administrator(s) in charge of the annual reports.

7.2 Anonymous or non-authorised users

7.2.1 NSA & NIB Reports main page

The following screenshot displays the NSA & NIB Reports main page for the following users:

- Anonymous: user not logged to the application
- Any ERA user for which the Safety Administrator role is not granted
- Any ERA-EXT user for which the NSA-Annual Report role is not granted

![National Safety Authorities and National Investigation Bodies Annual Reports](image)

**Quick Search**

The Quick Search allows for a simple search of Annual Reports issued by the National Safety Authorities and the National Investigation Bodies per reporting country, reporting year and reporting type.

- Reporting country: All countries
- Reporting year: Any year
- Reporting type: All types

![Search button]

Figure 115
7.2.2 Searching for report

7.2.2.1 Quick search

The quick search allows you to quickly find a report issued by a certain country and/or in a certain year and/or in a certain reporting type.

On the main page (Figure 115), select an issuing country and/or a reporting year and/or a reporting type from the lists.

![Quick Search Form](image)

And press the **Search** button: a list will be displayed.

![Search Results](image)

The search results are grouped in pages:

- To **go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- To **move to the next/previous page**, click on the Next> / Previous link at the bottom of the page.
- To **display more/less items per page**, chose the number of items in the Items per page list at top of the list.
- To **print the list**, click on the Print link at the top of the list.
- To **export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- To **sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the country.
- To **open an attached NSA report electronic file**, click on a language code link next to “Report” text (under the “NSA” column) for the file you want to open.
- To **open an attached CSI report electronic file**, click on a language code link next to “CSI” text (under the “NSA” column) for the report you want to open. Note that if no CSI report electronic file is attached, the “CSI” link is enabled and redirects to the CSI main page.

**Figure 116**
• To **view a NSA note**, click on the “Note” link (under the “NSA” column) for the note you want to view

• To **open an attached NIB report electronic file**, click on a language code link next to “Report” text (under the “NIB” column) for the file you want to open

• To **view a NIB note**, click on the “Note” link (under the “NIB” column) for the note you want to view
8 Data Mining Reports

A set of reports has been created in order to provide ERADIS users with a better overview of the information available in the ERADIS database. The functionality of these reports is similar to the functionality of “Data quality check”.

The following reports are available:

- Document version(s) containing Organisations
- Part A Certificates including ECM Certificate
- ECM Declarations including ECM

In the next sections the available Data Mining Reports are described.

8.1 Document version(s) containing Organisation

In order to generate the report click on the Document version(s) containing Organisation link on the “Data Mining Reports” page (Figure 117). For each Organisation under reference data the specific report locates the document version(s) in which the organisation is referenced.

The user provides the preferred Document Type, clicks on the Go button (Figure 118) and the report is exported as shown in Figure 119:
The report results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- **To move to the next/previous page**, click on the Next / Previous link at the bottom of the page.
- **To display more/less items per page**, chose the number of items in the Items per page dropdown at top of the list.
- **To print the list**, click on the Print link at the top of the list.
- **To export the list** into an Excel file, click on the Export to Excel link at the top of the list.
- **To sort the list**, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the Organisation.

The report results table contains the following fields:

- Organisation
- Document

In order to view a document, the user must click on the respective link under the “Document” column.

### 8.2 Part A Certificate including ECM Certificate

In order to generate the report click on the Part A Certificates including ECM Certificate link on the “Data Mining Reports” page (Figure 117). The specific report provides the list of all Part A Safety Certificates which have the provided ECM Certificate EIN.

#### Part A Certificates including ECM Certificate

This data mining report displays all Part A Safety Certificates which have the provided ECM Certificate EIN

<table>
<thead>
<tr>
<th>ECM Certificate EIN</th>
<th>Go</th>
</tr>
</thead>
<tbody>
<tr>
<td>FR112100001</td>
<td></td>
</tr>
<tr>
<td>FR112100002</td>
<td></td>
</tr>
<tr>
<td>FR112100003</td>
<td></td>
</tr>
<tr>
<td>FR112100004</td>
<td></td>
</tr>
<tr>
<td>FR112100005</td>
<td></td>
</tr>
<tr>
<td>43545934</td>
<td></td>
</tr>
</tbody>
</table>

The user provides the ECM Certificate EIN, clicks on the Go button (Figure 120) and the report is exported as shown in Figure 121:
The report results are grouped in pages:

- To go to a specific page, click on the page number (1 2 3 4) at the bottom of the list.
- To move to the next/previous page, click on the Next> / <Previous link at the bottom of the page.
- To display more/less items per page, chose the number of items in the Items per page dropdown at top of the list.
- To print the list, click on the Print link at the top of the list.
- To export the list into an Excel file, click on the Export to Excel link at the top of the list.
- To sort the list, click on the field header you want to sort by: sorting is done per group, where a group is defined first by the Country.

The report results table contains the following fields:

- Country
- Railway Undertaking Name
- EU ID Number
- History
- Date issued
- Validity
- Pass/ Freight. Shunting
- Type of certificate
- Validated
- Attachments

In order to view a certificate, the user must click on the respective link under the “History” column.

8.3 ECM Declarations including ECM

In order to generate the report click on the ECM Declarations including ECM link on the “Data Mining Reports” page (Figure 117). For each ECM under reference data, the specific report lists the ECM Declarations in which the ECM is referenced.

ECM Declarations including ECM

This data mining report displays all the ECM which are referenced under a specific ECM declaration.
The user provides the ECM Name, clicks on the **Go** button (Figure 122) and the report is exported as shown in Figure 123:

**Figure 122**

ECM Declarations including ECM data report

<table>
<thead>
<tr>
<th>Country</th>
<th>Off name</th>
<th>Internal Reference Number</th>
<th>Action</th>
<th>Date</th>
<th>Validity</th>
<th>Type of Company</th>
<th>Validated</th>
<th>Attachments</th>
<th>Document Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belgium</td>
<td>SBE CARGO</td>
<td>86/03/0212/0012</td>
<td>New</td>
<td>01/05/2012</td>
<td>Valid</td>
<td>Railways Undertaking, Keeper</td>
<td>Yes</td>
<td><a href="#">CSR_201201210961.pdf</a></td>
<td>Maintenance Fund Certificate</td>
</tr>
<tr>
<td>Belgium</td>
<td>SBE CARGO</td>
<td>87/23/0213/0012</td>
<td>Amended</td>
<td>01/05/2013</td>
<td>Valid</td>
<td>Railways Undertaking, Keeper</td>
<td>Yes</td>
<td><a href="#">CSR_201201210961.pdf</a></td>
<td>Maintenance Fund Certificate</td>
</tr>
</tbody>
</table>

Total 4 items found.

*Go back to Data mining report search*

**Figure 123**

The report results are grouped in pages:

- **To go to a specific page**, click on the page number (1 2 3 4) at the bottom of the list.
- **To move to the next/previous page**, click on the **Next** / **Previous** link at the bottom of the page.
- **To display more/less items per page**, chose the number of items in the Items per page 10 dropdown at top of the list.
- **To print the list**, click on the **Print** link at the top of the list.
- **To export the list** into an Excel file, click on the **Export to Excel** link at the top of the list.
- **To sort the list**, click on the field header you want to sort by: sorting is done *per group*, where a group is defined first by the Country.

The report results table contains the following fields:

- Country
- ECM Name
- Internal Reference Number
- History
- Date issued
- Validity
- Type of Company
- Validated
- Attachments
- Document Type

In order to view a declaration, the user must click on the respective link under the “History” column.